

# PROTOCOLS FOR STUDENT LEAVE OF ABSENCE

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A student who desires not to register for classes for a period of one to three semesters (a maximum of twelve months) should request a leave of absence (LOA) via the academic withdrawal/leave of absence form available from the Trinity Florida Assistant Dean's office. The form must be submitted prior to the proposed leave. The student should schedule an appointment with the Assistant Dean at the time of submission of the form to ensure that all matters are in proper order. An LOA may be granted for personal, financial, or other reasons, but the expectation is that students will return to their program within a twelve-month period.

During the LOA, the student is considered "active" but "on leave" and should maintain contact with TIU, ensuring that address information and other relevant data are kept current through the Academic Records office. At the end of the leave, arrangements for course registration and returning to school should be made directly with the Academic Records office. During the LOA, the program statute of limitation clock keeps ticking; however, the students remain in their program of admission, and no continuation fees are assessed. LOA status is not intended to merely delay program deadlines or other program responsibilities but is rather a genuine absence from the Trinity College community.

If, during the LOA, students find that they must withdraw from the university, or need further extended leave beyond what was originally filed, they must communicate their intentions with the Assistant Dean. LOA beyond twelve months is considered withdrawal from the university, and the student must reapply with no guarantee of readmission. If readmitted, students will be subject to the catalog current to their readmission date and may face programmatic or course requirement changes.