



MICHIGAN JEWISH INSTITUTE

Policy and Procedure Manual

Functional Area: STUDENT REQUESTS

Policy No. SR 2220

Title: Leave of Absence

Effective Date: July 1, 2009

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GENERAL PURPOSE:

This policy is intended to provide a process and procedure that will insure the uniform administration of student leaves of absence.

GLOSSARY OF SIGNIFICANT TERMS USED:

Application: The paper work a person needs to complete in order to be considered for admission or readmission to MJI.

Registration: What an admitted student does before any semester in which s/he desires to take classes. That is, the admitted student signs up for classes by **registering** for them. It has nothing to do with **applying** or **application**.

BACKGROUND/POLICY:

It is the policy of MJI that students' petitions for a leave of absence are granted only in exceptional circumstances, such as prolonged illness or other unusual personal hardship, and require detailed justification. Leaves of absence are not granted in order to go to school elsewhere.

Students on leave are excused from the registration requirement during the period of the leave. If possible, requests for leaves of absence should be submitted one month prior to the semester for which the leave is requested; leaves of absence are not generally granted for a semester already begun. In this case, students should use the "withdraw" procedures.

In order to apply for a leave of absence, the student must complete and submit a Leave of Absence form, available at the MJI website FAQ page (http://www.mji.edu/templates/mji/article_cdo/aid/847810/jewish/MJI-FAQ-Page.htm) item number 436, in the office of The Registrar or at the end of this policy statement.



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PROCESS:

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the "Leave of Absence" (LOA) petition with the office of the Registrar one month prior to the start of the effective semester. (A copy of the LOA form is attached to this policy statement.) The usual limit for a leave of absence is for one or one and a half academic semesters (a semester plus a half semester). A LOA, if approved, will take into account the following general conditions:

- Students who do not return at the end of the leave will be administratively terminated and must submit an application for subsequent readmission to MJI;
- Students must return and register for classes at the very next semester subsequent to the end of the LOA;
- Students must be currently enrolled in academic courses to petition for a LOA. If a student is withdrawn from MJI for any reason, a request for a LOA cannot be considered until the withdrawal is resolved;
- **Students who receive financial aid must meet with a financial aid counselor before going on a LOA;**
- Students' enrollment status cannot include more than one academic year (three consecutive semesters) of no course registrations.

Students returning from an approved leave of absence must submit a written notification of intent to return to the Registrar's Office no later than one month prior to the start of the semester in which they intend to return. Notification of intent to return can be as simple as an email to the Registrar with the information. Students are required to **timely** register for courses upon returning from a leave of absence.

Emergency Leave of Absence:

Emergency leaves may be granted when a student cannot continue attending class after the start of the term but is confident that s/he will again register within the permissible time frame of one and a half semesters. MJI's emergency leave policy requires that all



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tuition paid for the term in which the emergency leave has been granted will be held by the college and applied toward future tuition charges. Outstanding balances (including unpaid balances) for the academic term in which the emergency leave is taken are still due to MJI. Tuition adjustments are made depending on the timing of the emergency leave. The adjustments follow the same schedule as the official drop and withdrawal adjustments described in the current *Academic Catalog and Student Handbook*. **Financial aid recipients must contact their financial aid counselor to understand the effects of emergency LOA on aid received.**

If a LOA extends more than six months, student loans may go into repayment. After six months on leave, students may be terminated from the college.

Emergency leave petitions are available from the Registrar's Office and specify the conditions and procedures under which such leaves may be granted. A copy of the form is also attached to this policy.

Medical Leave of Absence:

Medical leave is an option available to those MJI students who become seriously ill or injured during the semester. A student who develops a major medical condition that precludes class attendance or completion of course requirements should file a Medical LOA petition. Medical leave petitions must be initiated by the student and must be countersigned by the student's physician.

Students who wish to reenter MJI following a medical leave must contact their physician and obtain a letter indicating that it is safe for them to resume their studies. This letter is to be submitted to the Registrar's office no later than the end of the scheduled registration period for the semester the student will be returning. A decision regarding admissibility of the student will be made within three business days of receipt of all required documentation.



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Leave of Absence Due to Military Deployment:

When a student in the U.S. Reserves or in the National Guard is called to active duty or when an international student is called to active duty in his or her home country, the student must notify MJI's Registrar's Office and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-carried to the Registrar's Office. The proof may take the form of general orders cut by the company commander. When a student is activated during the semester, MJI will:

- Excuse tuition for that semester. Any payment made will be credited to the student's account.
- Expunge the student's record of registration so that the student is not penalized for being called to active duty.

If a student is called to active duty near the end of a semester, the student and faculty members may determine that the student can complete their courses within the period of time permitted for incomplete (I) marks. If such is the case, incomplete mark contracts should be completed for all courses affected. If incomplete mark contracts are submitted to the Registrar's Office tuition will not be waived.

When a student returns to MJI after completion of the tour of duty, s/he will notify the Registrar's Office. The Registrar's Office will assist the student with reentry and registration.

Leave of Absence for International Students:

International students should discuss maintenance of proper U.S. immigration status with an International Student Advisor before requesting a leave of absence. At the time this policy was created, the MJI Registrar acts as the International Student Advisor.

A copy of the uniform MJI LOA petition is attached to this policy.



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AUTHORIZATIONS: (at least one signature is necessary to enact this policy/procedure)

President

Dean Of Academic Administration



REQUEST FOR LEAVE OF ABSENCE (LOA) FORM

PLEASE PRINT CLEARLY

1. SSN _____ - _____ - _____

2. Last Name _____ 3. First Name _____

4. Program _____ 5. Degree _____

6. Current Mailing Address

7. _____ 8. Day Telephone (_____) _____ - _____
Country if applicable

9. E-mail Address _____

10. Requesting Leave of Absence for the following Semester(s)/Year _____/20_____

11. Leave cannot exceed one 1.5 semesters. Semester/Year student will return _____/20_____

12. Reason for request required – a physician’s letter must be attached if this is for medical reasons. Proof of deployment must be attached if this is for military deployment: (check only one)

General, Emergency Medical Military Deployment

13. Are you an international Student? Yes, No 13 a. **If yes**, state non-immigration visa status _____
Please note that full-time F1 and J1 visa holders may only request a leave of absence for medical reasons. If this is a non-medical leave, you are not permitted to stay in the U.S. International students must consult with and receive prior approval from the Registrar’s Office before requesting a leave of absence.

I have read the policy and understand the terms of the Leave of Absence.

14. Student Signature _____ 14. Date _____

Approvals Required:

	Print Name	Signature	Date
Registrar:	_____	_____	_____
Dean:	_____	_____	_____

COMMENTS _____
