

LEAVE OF ABSENCE

General Leave of Absence Policy

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the proper petition with their college one month prior to the start of the effective semester. 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 leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.
- Students must return to classes, not co-op.
- Students must be currently enrolled in academic courses or co-op. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- Students in University housing should refer to the Office of Residential Life for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.

Students returning from an approved leave of absence must submit a notification of intent to return to their college student services office no later than one month prior to the start of the semester in which they intend to return. Students are required to preregister 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 he or she will reenroll at the University in a future term. The University's emergency leave policy states that all tuition charged for the term in which the leave has been granted will be held by the University and applied toward future tuition charges. Outstanding balances (including unpaid balances) for the academic term in which the leave is taken are still due the University. Tuition adjustments are made depending on the timing of the emergency leave. The adjustments would follow the same schedule as the Official Withdrawal adjustments. See page 17 for the schedule for "Refunds for Complete Withdrawal." Financial aid recipients must contact their financial aid counselor to understand the effects on aid received.

If the leave extends more than six months, student loans may go into repayment. After six months on leave, students will be withdrawn from the University. Students enrolled in the Northeastern University Student Health Plan (NUSHP) will remain enrolled in the plan, unless their medical leave ends in the summer term and they do not return to school in the fall term.

Emergency leave petitions are available in college student services offices and specify the conditions and procedures under which such leaves may be granted.

Medical leave petitions must be initiated at University Health and Counseling Services. Medical leave is an option available to those Northeastern students who become seriously ill or injured during the semester. A student who develops a major medical condition that precludes class attendance, completion of requirements and/or co-op, and wishes a medical leave must first contact the University Health and Counseling Services Medical Leave Team.

Students who wish to reenter the University following a medical leave must contact the Medical Leave Team to initiate reentry no sooner than four or later than two weeks before the start of classes. The reentry process will be explained, the academic program notified, and a decision made within two weeks of receipt of all required documentation.

More specific procedures and information about the medical leave and reentry, along with the application for leave, can be found at www.uhcs.neu.edu.

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 his or her college student services office and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-carried to the college student services office, which will ensure that the information is conveyed to the registrar's office. It may take the form of general orders cut by the company commander.

When a student is activated during the semester, the University 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 the semester, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

When a student returns to the University after completion of the tour of duty, he or she will notify the college student services office, which will in turn notify the registrar's office. The college student services 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 advisor at the International Student and Scholar Institute before requesting a leave of absence.