



Title:	Student Leave of Absence
Effective Date:	August 18, 2016
Approved By:	President's Council
Responsible Party:	Dean of Student Affairs
History:	Formerly resided in academic program policies

I. PURPOSE

Salus University expects its students to maintain continuous registration in an academic program. However, it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time. Such leaves may be voluntary or involuntary, and will be handled in accordance with this Student Leave Policy.

This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices. A student who is placed on leave while on academic and/or disciplinary status will, upon return, remain at the same status.

II. DEFINITIONS:

Involuntary Leave – The administrative action of separating a student involuntarily from the University for a temporary period.

Voluntary Leave – The administrative action of granting a student's request to separate from the University for a temporary period.

Risk Council – A University council consisting of the University's Legal Counsel, Dean of Student Affairs and a faculty member appointed by the Faculty of Salus University (FOSU).

III. VOLUNTARY LEAVE

Basis for Leave:

Voluntary leave may be requested for national military service, serious illness or for personal reasons. In addition to the University at large, certain academic programs may have additional requirements to be met prior to granting a request for Voluntary Leave. Therefore, prior to requesting a Voluntary Leave, a student should also consult his or her academic program.

If possible, a request for Voluntary Leave should be made prior to the semester in which the leave is to be taken.

Duration of Leave:

Except where a Voluntary Leave is for mandated military service, the duration of a Voluntary Leave may be requested for a period of up to twelve (12) months cumulatively during a student's academic tenure at the University.

The duration of a Voluntary Leave for mandatory military service will be determined with reference to the duration of the student's mandate.

Request:

A request for Voluntary Leave must be made to the Dean of Student Affairs via a "Leave of Absence Form" together with any other forms required by his or her academic program and any supporting documentation.

Relevant supporting documentation from the student's military command, health care provider(s) (which can include a counselor from the Center for Personal and Professional Development) or other professionals is required.

The University may request that the student be examined by professionals of its own choosing, at the University's expense, as part of the consideration of the student's request.

The University is committed to handling reasonable requests for Voluntary Leaves in a responsible manner. However, the Dean of Student Affairs, acting in good faith, has complete discretion to grant or deny any request for a Voluntary Leave.

The student will be notified in writing by the Dean of Student Affairs of the granting or denial of the request for Voluntary Leave within ten (10) business days of the completion of the student's request, including the receipt of all supporting documentation from the student and the University's professionals, if any. The grant notice shall set forth the terms and conditions of any granted Voluntary Leave, which notice shall be copied to the appropriate University administrators and faculty.

For the period of time that the student is on a Voluntary Leave, his or her transcript shall be noted as "leave of absence."

Appeal:

A student may appeal the Dean of Student Affairs denial of a request for Voluntary Leave to the Provost in writing within ten (10) business days of receiving the denial notice. The Provost shall review the record and any additional information submitted by the student and/or the University and render a decision within ten (10) business days (or such extended period as necessary to enable the Provost to fully review the record; the student shall be notified in writing of any such extension within the original ten (10) day period). The Provost's decision shall be final.

Return from a Voluntary Leave:

At the conclusion of the Voluntary Leave period, the student must submit a request for return to the Dean of Student Affairs.

If the Voluntary Leave was due to a psychological or medical condition, the student must have his or her health care provider submit documentation that the student has been assessed and can meet the rigors of the student's program. The University may request that the student be examined by professionals of its own choosing, at the University's expense, as part of the consideration of the student's return from Voluntary Leave.

The University reserves the right to deny the student's request for return from Voluntary Leave if the Dean of Student Affairs determines, in good faith, that the return is not in the best interest of the student or the University at that time.

The student will be notified in writing by the Dean of Student Affairs of the granting or denial of the request for return from Voluntary Leave within ten (10) business days of the completion of the student's request, including the receipt of all supporting documentation from the student and the University's professionals, if any. The grant notice shall set forth the terms and conditions of any granted return from Voluntary Leave, which notice shall be copied to the appropriate University administrators and faculty.

A student may appeal the Dean of Student Affairs denial of a request for return from Voluntary Leave to the Provost in writing within ten (10) business days of receiving the denial notice. The Provost shall review the record and any additional information submitted by the student and/or the University and render a decision within ten (10) business days (or such extended period as necessary to enable the Provost to fully review the record; the student shall be notified in writing of any such extension within the original ten (10) day period). The Provost's decision shall be final.

IV. INVOLUNTARY LEAVE

Basis for Leave:

The University may place a student on Involuntary Leave if he or she poses a threat to the health and/or safety of the student or others.

Prior to placing a student on Involuntary Leave, efforts may be made to encourage the student to request a Voluntary Leave.

The Risk Council shall determine if a student is to be placed on Involuntary Leave based on all the information presented. To assist the Risk Council in making such determination, the University may request that the student submit relevant information and/or be examined by professionals of its own choosing, at the University's expense.

The student will be notified in writing by the Dean of Student Affairs of his or her placement on Involuntary Leave. The notice shall set forth the terms of the Involuntary Leave, including its duration and the conditions for re-enrollment, which notice shall be copied to the appropriate University administrators and faculty.

For the period of time that the student is on Involuntary Leave, his or her transcript shall be noted as "leave of absence."

Appeal:

A student may appeal his or her placement on Involuntary Leave to the President in writing within ten (10) business days of receiving the notice thereof. The President shall review the record and any additional information submitted by the student and/or the University and render a decision within ten (10) business days (or such extended period as necessary to enable the

President to fully review the record; the student shall be notified in writing of any such extension within the original ten (10) day period). The President's decision shall be final.

Re-enrollment from Involuntary Leave:

At least ten (10) business days prior to the conclusion of the Involuntary Leave period, the student must provide the Dean of Student Affairs with information that demonstrates the satisfaction of the conditions for re-enrollment, which may include documentation that the student has been assessed to (i) no longer represent a threat to the health and/or safety of the student or others and (ii) be able to meet the rigors of the student's program. The University may request that the student be examined by professionals of its own choosing, at the University's expense, as part of the consideration of the student's return from Voluntary Leave.

The University reserves the right to deny the student's request for re-enrollment if the Risk Council determines, in good faith, that the return is not in the best interest of the student or the University at that time.

The student will be notified in writing by the Dean of Student Affairs of the granting or denial of re-enrollment within ten (10) business days of the completion of the student's submission therefor, including the receipt of all supporting documentation from the student and the University's professionals, if any. The notice shall set forth the terms and conditions of any granted re-enrollment, which notice shall be copied to the appropriate University administrators and faculty.

A student may appeal the Risk Council's denial of re-enrollment to the President in writing within ten (10) business days of receiving the denial notice. The President shall review the record and any additional information submitted by the student and/or the University and render a decision within ten (10) business days (or such extended period as necessary to enable the Provost to fully review the record; the student shall be notified in writing of any such extension within the original ten (10) day period). The President's decision shall be final.

V. ADDITIONAL CONSIDERATIONS

Confidentiality: The University will maintain the confidentiality of information regarding leaves of absence in accordance with applicable law.

Financial Aid: Students should contact the University's Financial Aid Office and his or her lender to discuss the impact, if any that a leave of absence may have on financial aid.