

## **LEAVE OF ABSENCE – POLICIES AND PROCEDURES**

### **ELIGIBILITY AND APPLICATION DEADLINE:**

Students **MUST** have earned a minimum GPA of 2.0 and may not have a pending academic dismissal status, on the date the Leave becomes effective. Failure to do so may void the Leave and result in dismissal and/or administrative withdrawal. Any student who has a cumulative average of at least 2.0, who is not going through academic standards process, who is not awaiting the completion of a disciplinary investigation, and who wishes to leave the college for a period of not more than two semesters beyond the current one, may request a Leave of Absence:

- a) For requests that would not complete the semester, by submitting a request form no later than the withdrawal deadline posted on the [Academic Calendar](#) website: Students leaving the college after the withdrawal deadline and not completing the semester will receive grades of “E”.
- b) For request to leave for the subsequent semester/s, by submitting a request form no later than the workday preceding the first day of classes of the semester in which the leave is to take effect.

NOTE: A return date must be indicated in order to process the request. Failure to indicate a return will default to 1 semester leave.

### **PROCEDURE:**

Meet with the Enrollment Specialist (Erwin 105A) to go over the form, housing, financial, and other considerations and to make sure all steps are taken. Submit the electronic form, which is date/time stamped when submitted.

A student planning to study in a foreign country or taking courses elsewhere through the Visiting Student Program or other such programs should make an appointment with the Study Abroad Office (Erwin 218), to determine whether a Leave of Absence is necessary and if it is determined that it is needed, to submit additional required forms to that office

### **POLICY:**

Students granted a Leave of Absence from the college are regarded as approved for readmission provided the students return within the time specified. Failure to return within the specified time will cancel the Leave agreement unless an extension is requested (email [loa-withdrawl@geneseo.edu](mailto:loa-withdrawl@geneseo.edu)) and has been approved.

Students who do not return within the specified time and for whom an extension of a Leave of Absence has NOT been granted will be administratively withdrawn from the college. They must apply for readmission through the [Return to Complete a Degree](#) program, if they wish to return at a later date.

Students participating in the cooperative programs (e.g., 3+2 Engineering) should take a Leave of Absence for the duration of the program at the cooperating institution.