

Leave of Absence Procedures

A leave of absence (LOA) may be granted for two consecutive or two non-consecutive semesters (excluding summers). A student applying for a LOA must give a definite date for return. Students on leave will be required to meet the degree requirements under which they were admitted or appropriate equivalences. A LOA may not be used for purpose of taking academic courses at another institution with the intent of transferring the credits to Suffolk University. A LOA is granted through the Student Affairs Office.

1. Starting the Process

As you begin to think about taking a LOA there a number of issues that you must consider. If you answer “yes” to any of the following questions, your first step is to call the appropriate office(s) listed below:

- Are you receiving financial aid from Suffolk University (grants, loans, work study, etc.)? Before making a decision to take a leave, students should be aware of the financial implications. In some cases, students could be ineligible for financial aid for a future semester. Charges that were to be covered by financial aid would become the student’s responsibility.
If yes, you must contact Student Financial Services at 617.573.8470
- Do you owe Suffolk University money for tuition or other fees?
If yes, you must contact Student Accounts at 617.573.8407
- Are you enrolled in Suffolk University’s student health insurance program?
If yes, you must contact Health & Wellness Services at 617.573.8260
- Are you living in a Suffolk University residence hall?
If yes, you must contact Residence Life & Summer Programs at 617.305.2500
- Are you an international student with F-1 (I-20) or J-1 (DS-2019) status?
If yes, you must contact International Advising at 617.573.8154

2. Issues to Consider

- A LOA for the current semester you are enrolled in can only be processed through the first 10 (ten) weeks of that semester. A LOA for future semesters can always be submitted for processing.
- For the first four (4) weeks of the semester a LOA will result in no grades being documented on your transcript. After this time a LOA will result in all registered classes having a withdrawal grade (W) for that semester. A W from previous semesters means that you have not earned any credit for the course. A W does not impact your GPA. However, W grades can impact your eligibility for financial aid in the future.
- After one (1) year, any incomplete (I) grades negotiated with the professors will turn into a failing grade (F). A LOA does not extend a deadline for an incomplete (I) grade. Please read the incomplete (I) grade policy located in the Academic Catalog for further details.
- You should consider how taking a LOA might impact your health insurance. If you purchased the Suffolk University health insurance plan, your policy will not be impacted by your LOA and you will be covered through the end date of the Suffolk policy. If you are on your family’s health insurance, you may be impacted because most family health insurance plans require students to be registered as full-time students. You should check with your family’s health insurance plan to see if you will be covered once you are on a LOA from the University.

3. Submitting the Form

- All LOA forms must be submitted to the Student Affairs Office, 73 Tremont Street – 12th floor, 617.573.8239 (phone), 617.973.5362 (fax) for the process to be finalized. A dean within Student Affairs will authorize your form if all aspects of it have been completed.
- LOA forms can be picked up in the Student Affairs Office or submitted electronically through the Student Affairs website at www.suffolk.edu/studentaffairs.

4. What Happens Next?

After the Student Affairs Office has received the LOA form, the following will occur:

- You will receive a letter from the Student Affairs Office verifying your LOA with your intended date of return and any specific issues that you must resolve before you return and/or actions you must complete upon your return.
- During your LOA you will continue to have an active e-mail account with the University, and you should periodically check for important University information, including registration and financial aid deadlines.
- You will receive information from the Registrar’s Office via e-mail concerning pre-registration for the semester you are expected to return.

5. How do I “officially” come back from a LOA?

- Your first step is to e-mail the Student Affairs Office at studentaffairs@suffolk.edu to verify that you are indeed coming back for the semester you indicated. Our advice is to contact us before pre-registration begins so that you can select classes by your class priority date.
- At the same time you must also contact the Advising Center member of either the Sawyer Business School or the College of Arts & Sciences, depending on your program, to inform them of your return. You will not be able to participate in pre-registration without their approval.
 - o Sawyer Business School: 617.573.8345
 - o College of Arts & Sciences: 617.305.5102

If you have any questions, please call the Student Affairs Office at 617.573.8239 prior to submitting this form.

LEAVE OF ABSENCE FORM

I am requesting the following from the University:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Leave of Absence Extension | <input type="checkbox"/> Non degree |
| I am currently enrolled in the: | I am an: | <input type="checkbox"/> CAPS |
| <input type="checkbox"/> Sawyer Business School | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Certificate |
| <input type="checkbox"/> College of Arts & Sciences | <input type="checkbox"/> Graduate Student | |

Student ID Number _____

Name

LAST (FAMILY) FIRST MIDDLE INITIAL

Permanent Mailing Address

STREET CITY STATE ZIP CODE

Phone (DAY) _____ (CELL) _____ Email _____

- Are you currently registered for classes? Yes No Will you complete the current semester? Yes No
- Exact date of last class attended _____ Expected return Fall Spring Summer Year _____
MONTH / DAY / YEAR

1. Please provide a detailed description of your reason for withdrawal: *(form will not be processed without providing this information)*

2. Are you living in a University residence hall? Yes No
3. Are you an international student? Yes No

STUDENT SIGNATURE DATE MONTH / DAY / YEAR

OFFICE USE ONLY

STUDENT AFFAIRS SIGNATURE EFFECTIVE DATE OF LEAVE MONTH / DAY / YEAR