

Undergraduate Temporary Leave Process (UG Catalog) 2019-2020 General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin **

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic* Undergraduate Temporary Leave Process (UG Catalog)

Are you Proposing:*

New academic policy or regulations .

Change academic policy or regulations .

Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

End of Semester Undergraduate Student Temporary Leave

Students who plan to complete their current semester but who will not return to Longwood for the subsequent semester (excluding summer term) must request **an and be** approved **for** temporary leave **from the Office of the Registrar**. The request must be in writing **and submitted to the Office of the Registrar** to ensure cancellation of housing assignments, registered courses, tuition, and other associated charges. The letter must include: (1) the **purpose reason** for the temporary leave, (2) supporting documentation, and (3) a **proposed date for return. Students are expected signed agreement to return to campus within after at most one semester semester's absence. All requests for temporary leave must be received by the Office of the Registrar by 5pm on the Add/Drop deadline as indicated in the Academic Calendar.**

Requests for temporary leave are approved for the following reasons:

- **Health/Medical (Note: all Temporary Medical Leaves must be approved by the Office of the Dean of Students)**
- **Military Duty**

- Lack of courses to satisfy degree requirements
- Failure to pass VDOE required assessments

Students will be informed whether their request for temporary leave has been approved via email to their Longwood account by the Office of the Registrar.

Students who ~~receive an approved~~ are granted temporary leave will benefit by maintaining their myLongwood account; ~~and~~ time ticketing for registration ~~and~~. **Students who are granted temporary leave** will not be required to apply for readmission.

~~However, any leave may impact the student's graduation date.~~ Students who are ~~expected to return to campus within one semester.~~ Applicants granted temporary leave will still be ~~informed regarding a decision via email by the Office~~ considered withdrawn for financial aid purposes and may be subject to cancellation or proration of ~~the Registrar~~ financial aid funds.

Students who are denied a temporary leave will need to officially withdraw ~~by submitting the University Withdrawal form~~ and apply for readmission ~~for their in order to~~ return to Longwood University.

Mid-Semester Undergraduate Student Temporary Leave

Current Longwood students who are unable to complete the term due to health or other extenuating circumstances must ~~contact the Office of the Registrar to facilitate a request and be approved~~ temporary leave ~~from the University. The Office of the Registrar will work in conjunction with the Dean of Students to authorize a~~ for temporary leave ~~from campus~~. Students seeking ~~an approved~~ temporary leave must submit a request in writing to the Office of the Registrar. ~~This~~ The request must include: (1) the ~~purpose for of~~ reason for the temporary leave, (2) supporting documentation, and (3) ~~a proposed date for return. Students are expected an agreement to return to campus the following semester.~~ The ~~Dean Office of Students the Registrar~~ will work ~~in conjunction~~ with the ~~Office Dean of the Registrar~~ Students to review the request and supporting documentation.

Students ~~with an approved temporary leave~~ will be ~~withdrawn from all uncompleted courses~~ informed whether their request for temporary leave has been approved via email to their Longwood account by the Office of the Registrar.

Students ~~who are granted temporary leave~~ will benefit by maintaining their myLongwood account; ~~and~~ time ticketing for registration ~~and will not be required to apply for readmission.~~ ~~However, any leave may impact the student's graduation date.~~ Students ~~are expected to return to campus within one semester.~~ Applicants ~~will be informed regarding a decision via email from the Office of the Registrar.~~ Students who are ~~denied a granted~~ temporary leave will ~~need not be required to~~ ~~officially withdraw and apply~~ ~~reapply~~ for readmission ~~for their return to Longwood University.~~

Students who are granted temporary leave will still be considered withdrawn for financial aid purposes and may be subject to cancellation or proration of financial aid funds. Refunds will vary depending upon the date of approval. Students ~~do~~ **who have worked with the Office of the Dean of Students for a Temporary Medical Leave may be eligible for a Medical Tuition Appeal and should consult with that office regarding access to the link. Other students** have the ability to submit a Tuition Appeal form which can be found at <https://www.longwood.edu/media/cashiering-and-student-accounts/public-site/tuitionappealform6-6-162.pdf> if there are legitimate circumstances.

Students who are denied a temporary leave will need to officially withdraw by submitting the University Withdrawal form and apply for readmission in order to return to Longwood University.

Hierarchy Owner*

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

Staff in the Registrar's Office wanted to ensure that students who are involved in the process of temporary leave have a more clear statement in the catalog. **The After consultation with the Office of the Dean of students, the proposed changes were sent to the APVPAA for reievw review and submission.**

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

The following general changes occurred:

- 1) Reasons that temporary leave is approved are outlined.**
- 2) Explicit statements about financial aid upon related to end-of-semester temporary leave are now included.**
- 3) Structuring the mid-semester temporary leave process to mimic more closely the end-of-semester temporary leave process.**

RATIONALE

Provide a brief statement as to why the new

In order to clarify practices and examples related to the temporary leave process, the Registrar's Office proposed the noted changes. **The restructuring**

policy, the proposed changes, or the deletion is needed*

of the two cases makes them more consistent.