Proposal for a NEW GRADUATE POLICY or a GRADUATE POLICY CHANGE

Proposed By: Regan Fantry
(PLEASE PRINT NAME) 
SIGNATURE

Program / Office: Graduate School

Policy will go into effect: Fall 2011

Indicate whether or not this is a new policy or a policy change

X New Policy Description: Students will formally request a leave of absence and fill out a notification form. Requests may be for up to two semesters, and the student will be coded as on a leave of absence in Banner. Policy will be similar to the one in effect for undergraduate students at the College. Please see policy description attachment for more information.

Justification: We currently do not have a formal leave of absence process or means with which to track students on leave of absence.

Relationship to the College of Charleston Strategic Plan and to the strategic plan of the Graduate School: Will improve communication and services to the student

Policy Change:

• Present Policy:

• Proposed Change:

Justification:

Relationship to the College of Charleston Strategic Plan and to the strategic plan of the Graduate School:

Signature of Chair of the Faculty Committee on Graduate and Continuing Education

Date: __________

Signature of Chair of Graduate Council:

Date: 3/23/11

Signature of the Faculty Secretary:

Date: __________

August 2010
Leave of Absence Policy Proposal

Purpose: To create a formal policy of approval of leave of absences for graduate students. This policy would be a modified version of the College of Charleston’s Leave of Absence Policy for undergraduates. The Graduate School currently does not have a formal policy, and as a result has no means of tracking students that have requested a Leave of Absence. Currently, students email the Director of Student Records an explanation, timetable, and any supporting documentation for a Leave of Absence. Graduate students on a Leave of Absence are not tracked in the campus’s system, unlike undergraduate students.

Policy:

1) A student must fill out the Graduate School’s Request for a Leave of Absence and submit it to the Graduate School for approval by the Dean of the Graduate School.

2) A student may not request a Leave of Absence or series of Leave of Absences that total more than two major semesters in an academic year.

3) A student that has requested and been approved for a Leave of Absence need not reapply for admission to the Graduate School unless the student does not re-enroll at the end of the approved absence.

4) A Request for a Leave of Absence for medical reasons should contain medical documentation.

5) A Leave of Absence should be requested prior to the withdrawal deadline for the semester.

6) Requests for a Leave of Absence that are filed after the deadline should provide an explanation of why the request was not submitted prior to the deadline. If a student requests a Leave of Absence after the withdrawal deadline, a Request for Withdrawal After the Deadline Form should be submitted with the Request for a Leave of Absence.

7) The Graduate School will notify the student and the student’s Program Director regarding approval or disapproval of the requested Leave of Absence.

8) Students that request a Leave of Absence during the semester may be responsible for at least a portion of the tuition for the classes in which they are enrolled. Students should consult with the Treasurer’s Office regarding the withdrawal fee schedule and requests for refunds.

9) The student should drop any future courses that conflict with requested leave.
10) The Graduate School will consult with the Dean of Students regarding requests for a Leave of Absence for psychological or behavioral health reasons. The Dean of Students may place a registration hold on the student and have certain conditions that must be met prior to the student’s return to classes.

11) Important note for financial aid recipients: For purposes of an approved Leave of Absence under federal Title IV financial aid regulations, the student’s Leave of Absence must not exceed a total 180 days, when added to all other Leaves of Absence in any 12-month period. If a student who has received federal Title IV loans (Perkins, PLUS, and Ford Federal Direct Subsidized or Unsubsidized Loans) does not return from an approved Leave of Absence, some or all of the repayment deferral period may be exhausted, and loans may go into repayment. For purposes of the Title IV programs, the date of withdrawal is backdated to the first day of the approved Leave of Absence. This policy also includes students who do not return from an approved leave for study abroad. Federal student loan recipients who are considering a Leave of Absence are encouraged to visit with a financial aid counselor prior to applying for a leave of absence to review the impact of a leave on loan repayment.

12) Students placed on Leave of Absence will be coded in the student information system as being on Leave of Absence for purposes of tracking and monitoring.
REQUEST FOR LEAVE OF ABSENCE

Full Name: ___________________________  CWID: ___________________________
Degree Program: _______________________  Advisor: _________________________
Address: ______________________________  City, State, Zip: ____________________
Phone: ________________________________  Email: ____________________________
Semester(s) Requested: ________________  Date Requested: ________________

(Please note that a Leave of Absence cannot extend longer than two major semesters)

Reason for requesting leave of absence is as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: ___________________  Date: __________
Request for Leave of Absence is Approved ____  Denied: ____  Effective Date: ________________
Dean of the Graduate School: ___________________  Date: __________

Please note that approval of a leave of absence does not automatically result in withdrawal from courses during a term. Student must also drop themselves from class or file a Request for Withdrawal After Deadline form (found on the Student Forms page of the Graduate School website). Please consult the Treasurer’s Office website for the current refund schedule and refund appeal information. It is recommended that you discuss your leave status and coursework with your Program Director prior to taking a leave of absence. If a leave of absence is requested after the last date for withdrawal from classes during a regular term, documentation supporting request will be required.

Important note for financial aid recipients: For purposes of an approved Leave of Absence under federal Title IV financial aid regulations, the student’s Leave of Absence must not exceed a total 180 days, when added to all other Leaves of Absence in any 12-month period. If a student who has received federal Title IV loans (Perkins, PLUS, and Ford Federal Direct Subsidized or Unsubsidized Loans) does not return from an approved Leave of Absence, some or all of the repayment deferral period may be exhausted, and loans may go into repayment. For purposes of the Title IV programs, the date of withdrawal is backdated to the first day of the approved Leave of Absence. This policy also includes students who do not return from an approved leave for study abroad. Federal student loan recipients who are considering a Leave of Absence are encouraged to visit with a financial aid counselor prior to applying for a leave of absence to review the impact of a leave on loan repayment.