

# Permission to Take a Leave of Absence

Students\* who must interrupt their studies for part of a term or longer, must request a Leave of Absence (LOA) through [the Leave of Absence electronic application](#).

This application is maintained and reviewed by the Office of the University Registrar and can be accessed on the University portal.

Before submitting an LOA, students are strongly encouraged to reach out to the office of the Dean of Students and their Academic Advisor for guidance. Upon submission of this electronic form, the student will receive a confirmation email and an approval decision. It is the responsibility of the student to ensure he/she receives written approval prior to leaving the University.

The start date of the LOA will be the date the student submitted the electronic form or the last date of the documented attendance in an academically related activity (e.g., a course or a clinical rotation).

Please note that due to schedule and curriculum changes, an LOA may cause difficulties upon re-entering an academic program. Degree candidates are still required to complete their programs within the number of years specified by their degree program. Student utilizing US Title IV funding should also refer to the [Federal Aid and LOA section](#).

*\*This does not apply to SAS Non-Degree Programs, these students should not apply for an LOA.*