

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.214 SBS - Leave of Absence	

If a situation arises where a student must set aside their studies for a period of time, a leave of absence (LOA) may be requested. LOA may be requested for up to three semesters. If additional leave is needed, a new form must be submitted. The maximum amount of LOA is six semesters (two academic years). A student on LOA cannot receive funding as a student. LOA status may affect student loans.

Application.

This procedure applies to all students enrolled in the School of Biomedical Sciences.

Definitions.

None.

Procedures and Responsibilities.

1. The student initiates the request by completing the LOA Request form and submitting it to the SBS Office of Student and Academic Affairs and Office of the Registrar.

Responsible Party: Student.

2. The Registrar updates EIS records to place the student on LOA and notifies the SBS Office of Student and Academic Affairs.

Responsible Party: Registrar.

3. Towards the end of LOA, the student notifies the SBS Office of Student and Academic Affairs and/or Registrar of intent to return.

Responsible Party: Student.

4. The Registrar removes LOA from the student record and activates the student for registration.

Responsible Party: Registrar.

5. The student registers and returns to pursue their study.

Responsible Party: Student.

References and Cross-references.

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