

VOLUNTARY LEAVE OF ABSENCE POLICY

A leave of absence is intended to provide students with time to evaluate educational goals, address health and personal welfare issues, comply with military obligations or secure financial resources. A variety of other personal reasons may also apply.

Reasons for an approved leave of absence

1. Medical
2. Military deployment (called to active duty)
3. Family and financial obligations
4. Academic progress issues
 - a. Students pursuing external experiential learning opportunities
 - b. Students studying or traveling away but with Hiram College advisor and associate dean approval
 - c. Students working on an incomplete grade authorized by a Hiram College faculty member
 - d. A senior who needs one or more courses that are only offered the following semester (graduation audit required)
 - e. A student who needs a semester off to remain in the sequence of a particular program (advisor approval)
 - f. Students who have been approved by the associate academic dean to finish course hours elsewhere needed to fulfill graduation requirements

To initiate a leave, students will complete the LEAVE APPLICATION (<https://www.hiram.edu/academics/courses-registration/registrar/leave-policy/>) and schedule an appointment with their advisor or the associate academic dean.

In addition, the student must discuss the effect a leave will have on financial aid and billing with a financial aid counselor. Students should consult with other campus resources such as Student Accounts, Residential Life and Commuter Services, and Athletics (student athletes).

Students may take leave for one or two semesters (a maximum of 180 days). To extend a leave from one semester to two semesters, students must submit a leave renewal form prior to the start of the second semester. To return to the College from a leave, students must submit a return from leave form.

Administrative leave of absence may be granted if the student is unable to complete the leave application or at the discretion of the dean or associate dean of the College.

Leave Renewal and Return Forms

Students on a leave must complete a LEAVE RENEWAL FORM (<https://www.hiram.edu/academics/courses-registration/registrar/leave-policy/>) prior to the start of their second semester of leave in order to retain that status. If a student fails to complete the leave renewal form, they are withdrawn by the end of the second week of that term. Hiram College requires withdrawn students to apply for readmission when they wish to return.

Students on a leave who wish to return must complete a LEAVE RETURN FORM (<https://www.hiram.edu/academics/courses-registration/registrar/leave-policy/>) prior to the start of the term they wish to return.

Policy Notes:

- Students will retain their email during leave.
- Students may keep their iPad for one semester while on leave. After that semester, they must return the iPad or be billed for it.
- Students are not permitted to live on campus or use facilities during a leave period since they are not maintaining full-time student status.
- A student who fails to return from a leave of absence will be withdrawn from Hiram College as of the date the student last attended classes.
- Any time away from the College will delay graduation.