

# LEAVE OF ABSENCE

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Students may take a leave of absence (LOA), or break from enrollment in classes, for less than three semesters or consecutive subscription periods. In such cases, students are advised to notify their designated student support staff member. These absences, however, are determined by the university as not meeting the definition of an “approved” LOA under Title IV regulations. Students who take an LOA at LAPU are not permitted to complete the coursework they began before the LOA without retaking their class as mandated by 34 CFR 668.22(d)(1)(vii) (<https://www.ecfr.gov/current/title-34/section-668.22>). Students who take an LOA at LAPU are reported as withdrawn from their coursework and are subject to Return to Title IV (R2T4) ([https://fsapartners.ed.gov/sites/default/files/2023-2024/2023-2024\\_Federal\\_Student\\_Aid\\_Handbook/\\_knowledge-center\\_fsa-handbook\\_2023-2024\\_vol5.pdf](https://fsapartners.ed.gov/sites/default/files/2023-2024/2023-2024_Federal_Student_Aid_Handbook/_knowledge-center_fsa-handbook_2023-2024_vol5.pdf)) requirements.

Students who begin an LOA after the end of the withdrawal period may submit a General Petition requesting a late withdrawal. Such petitions will be reviewed and approved or denied based on the evidence submitted. Students who have submitted more than 50% of the workload for a course based on possible points may submit an Incomplete Grade Petition requesting additional time (up to four weeks) to complete the course. Students returning after an LOA less than three semesters in length need not reapply and will be reinstated under the same catalog as when they began their LOA. However, tuition will be charged at the rate applicable at the time of their return. Students who take an LOA from a program being taught out may not be able to complete the program, depending on the availability of courses when they return.

Students who do not attend for three full semesters or consecutive subscription periods are deemed to have withdrawn from the university and need to reapply to the university for readmission. If readmitted, students will be reassigned to the catalog that is current at the time of readmission to LAPU.