

## Emergency Leave of Absence

An Emergency Leave of Absence may be granted for up to two consecutive terms, for purposes of attending to a student's personal health emergency. An ELOA may be requested:

- between semesters
- for the fall term plus January ISP - by the last day of classes for fall term
- for ISP plus the spring term – during ISP
- for the spring term – by the last day of classes for spring term

The student's academic record and financial aid requirements will vary based on the timing of the ELOA, and on the student's cumulative record.

The application and documentation for an ELOA are subject to review and approval by the Dean of Students

The effective date of an emergency leave of absence is determined by the Dean of Students.

Financial Aid Implications of an Emergency Leave of Absence: Students taking an ELOA who receive any type of financial aid—including scholarship funding—should meet with New College financial aid staff to discuss:

- 1) effects of any Emergency Leave of Absence on requirements for loan counseling (if applicable);
- 2) the effect of incomplete, withdrawn, or unsatisfactory work on aid eligibility;
- 3) the requirements to continue eligibility for aid on return; and
- 4) the requirements for return of aid funds based on the student's last date of class attendance if the student is taking ELOA for a term already begun.

### Academic Implications of Emergency Leave of Absence:

- An ELOA granted for a term already begun, requested by the Last Day for 100% Tuition Refund in the Academic Calendar—If the student is enrolled in courses/tutorials, the student will be withdrawn from the contract and from that contract's courses/tutorials. Any ISP that may be attached to that term's registration will be dropped.
- An ELOA granted for a term already begun, requested after the Last Day for 100% Tuition Refund in the Academic Calendar — If the student is enrolled in courses/tutorials, the contract and all courses and tutorials from that term will be designated as Withdrawn (with the exception of any modular course or tutorial from Module I, if Module I is already past). If an ELOA is granted in the fall term, before the independent study period, any attached ISP will be dropped. If granted during an ISP, the ISP will be designated as Withdrawn.
- Completion of ISP/course/tutorial work registered for the semester prior to the term of the ELOA—The student may not undertake new academic work while on leave, but may complete outstanding Independent Study Project work or semester work registered for the semester prior to the ELOA term, if permitted by the student's faculty and contract sponsor. The same applies to modular course or tutorial work from Module I of the ELOA term, if Module I of that term is already past at the time the leave is requested. *Deadlines: Course and tutorial undertakings that are still incomplete after one calendar year from the first day of the term for which the contract was written will automatically become Unsatisfactory. This applies to modular and full- term courses for that semester. A January ISP that has not been evaluated as Satisfactory in the Student Evaluation System by 5:00 pm on the Wednesday of the eighteenth week after the beginning of the subsequent spring term will be designated as Unsatisfactory.*

While on leave the student does not pay tuition and fees and is not entitled to use New College facilities. Students on a leave of absence are not eligible to participate in student employment effective on the date of the ELOA and for the duration of the leave.

A student who is on an ELOA and decides not to return to New College of Florida should contact the

Office of the Registrar for a standard withdrawal.

The application to return from an ELOA, the supporting documentation needed for this, and the time required to review these materials, are subject to approval by the Dean of Students.

The student's return from an ELOA is additionally subject to review by the Dean of Students and the Student Academic Status Committee if either of the following applies:

- the student fails to return on time from the ELOA; or
- the student's record requires review due to meeting dismissal factors (two unsatisfactory contracts, one unsatisfactory contract and two unsatisfactory ISPs, or one unsatisfactory contract after readmission)

Prior to return, the student must clear any standing issue regarding registration (e.g., an account balance, conduct review or sanction(s), etc.), and should consult with financial aid staff regarding eligibility requirements for aid.

### **Application Procedure for an Emergency Leave**

A student considering an emergency leave of absence (ELOA) should follow the procedure listed below:

1. The student contacts the Dean of Students in writing, in person, or by telephone to request an emergency leave.
2. The Dean of Students, after consulting with the appropriate staff and counseling or medical professionals, determines if an emergency leave is warranted and falls within the ELOA deadline.
3. The Dean of Students may set conditions for return to the College (continued therapy, hospitalization, etc.).
4. A letter confirming the leave is sent to the student with copies to the Provost, the Registrar, the student's contract sponsor, the Dean of Studies, the Program Director of Counseling, the Director of Financial Aid, and **the Associate Dean** of Residence Life.

### **Returning to New College after an Emergency Leave**

To return to New College following an emergency leave of absence, a student should take the following steps and understand the following conditions:

1. The student must contact the Dean of Students to request clearance for readmission. If the Dean set conditions for return to the College, the student must provide the Dean evidence that these conditions have been met, including documentation from a licensed professional that states that the student is capable of resuming academic activities.
2. A student who does not return to New College in the term following the emergency leave is considered withdrawn from the College and must apply for readmission through the Student Academic Status Committee (SASC), observing deadlines as outlined in the catalog. The student must still receive clearance from the Dean of Students.