



## Student Services Policies and Procedures

Leave of Absence Policy

Effective Date: July 1, 2011

Board Approval: June 1, 2011

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### 1. Purpose

To outline the Tooele Applied Technology College (TATC) leave of absence policy for students participating in Title IV Federal Financial Aid.

### 2. Definition

- 2.1. A Leave of Absence (LOA) is defined as an approved interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress Standard.

### 3. Policy

- 3.1. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program from the point of interruption.
- 3.2. A Leave of Absence will be granted if the request is submitted in writing to the Vice President of Student Services and/or the Financial Aid Director.
- 3.3. Only one (1) LOA may be granted in any 12 month period and may not exceed 60 days. For very unusual/limited circumstances, more than one LOA in a 12 month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12 month period.
- 3.4. Complete documentation and certain conditions are needed to support the LOA request: jury duty, military reasons including National Guard requirements, and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).
- 3.5. A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the withdrawal date will be the last day of recorded attendance at TATC.