



Davis Technical College

Leave of Absence Policy

1. Purpose:

The purpose of the Leave of Absence (LOA) Policy is to provide guidance for addressing students who need to take a leave of absence from their course or program.

2. Definition:

Leave of Absence: An extended amount of time that a student must spend out of class due to a significant life changing event such as a medical emergency, surgery, bereavement, family responsibility, etc.

3. References:

- 3.1 Davis Technical College Admissions and Registration Policy
- 3.2 Davis Technical Refund Policy
- 3.3 Davis Technical Withdrawal Policy
- 3.4 Davis Technical Title IX Policy
- 3.5 Code of Federal Regulations 34 Subtitle B, Ch VI, Part 668, Subpart B, § 668.22
- 3.6 FSA Handbook Volume 5 Chapter 1

4. Policy

- 4.1 A leave of absence should be requested when the student is unable to attend classes for a minimum of four consecutive scheduled days, up to 120 days.
- 4.2 The leave of absence request must have a return date. If a return date cannot be provided, then the student will be withdrawn from their program.
- 4.3 The leave of absence, together with any additional leave of absence, must not exceed a total of 180 days within a 12-month period.
- 4.4 Pregnancy-related leave must be facilitated by the Title IX Coordinator.
- 4.5 Those taking a leave of absence due to governmental or military involvement must be addressed by the Veterans Advisor.
- 4.6 Exceptions to the LOA policy will be referred to the Director of Student Services.

5. Procedures

- 5.1 Students need to apply for the LOA using the LOA form and need to submit supporting documentation that coincides with the dates of absences.



- 5.1.1 If an LOA is unplanned, requests need to be submitted no later than 30 days of the first absence.
- 5.1.2 If an LOA is planned, requests need to be submitted prior to the day of the first absence.
- 5.1.3 Once the completed LOA request form is submitted, the evaluation committee and training division director will review the request and make an appropriate determination.
- 5.1.4 When a decision is reached, the committee will notify the student of the decision through their Davis Tech student email and phone call.
- 5.2 The college re-enrollment fee will be waived for students who are on an approved LOA.
- 5.3 If a student fails to return from leave of absence by the date listed on the request, the student will be officially withdrawn from the College and will need to refer to the Admissions and Registration policy for re-enrollment.
- 5.4 If a student is enrolled in a lock step program, upon return from the LOA, the evaluating committee and program instructor will determine an appropriate schedule based on capacity and availability.

Effective Date: TBD

Expanded President's Council Approval: August 28, 2023

Board Approval: 28, September 2023