Leave of Absence

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Leave of Absence

CSU Global offers students in good academic standing and not subject to disciplinary action the opportunity to request a Leave of Absence (LOA). LOA is designed for the student who takes a break in the course of study for more than two 8-week terms, but intends to return at a later date.

Before considering an LOA, students should determine whether a formal LOA is necessary. **Students who are receiving financial aid, scholarships, and tuition guarantee programs should consult with their Student Finance Advisor about the guidelines of LOA and the potential impact on student financial aid eligibility and obligation. Students with outstanding student loans should consult with Student Financial Services to determine whether LOA could jeopardize their deferment status.**

LOA is defined as a voluntary leave from a program of study for more than two (2) terms (16 weeks). A student may take a LOA a maximum of four times during his or her course of study before requiring re-admission. If the LOA or any consecutive non-enrollment time equals or exceeds one (1) year, then re-admission is required.

The LOA must be requested and approved before the first day of classes in the term in which the leave is desired. A LOA may be requested for medical, family, work, military, and personal/other reasons. The academic records of the student on a LOA will remain in active status. The student is responsible for resolving any outstanding grades of Incomplete (I) prior to beginning a leave of absence.

A student must complete and submit the LOA Request Form. Eligibility for the request will be checked and a decision will be made based on grades issued through the previous term. Students are responsible for furnishing any documentation required as part of the review. Students can request an extension to an existing LOA by submitting a request and supporting documentation. **Financial Aid recipients are limited to a maximum of 180 days for leaves of absence.**

Military Leave of Absence

The Military Leave of Absence is designed for CSU Global students who enter military service or receive orders to relocate to an area not conducive to online asynchronous learning. The student requesting Military LOA must have made plans to complete or withdraw current courses and is seeking to delay future registration due to military service. Military students, their spouse, or dependents who are considering withdrawing from current coursework due to deployment should first discuss all options with their faculty and Student Success Counselor.

Students must submit a copy of their orders along with the LOA Request Form prior to departing. Approved students will be reinstated in their original degree program upon returning to the school and will be grandfathered under the original tuition rate. This period of time may not exceed the end date on the orders submitted to the school. Please note that during this interim period, the school will not report the student as actively attending. Institutional requirements concerning the 10 year time limit to complete the degree still apply.

Military students who are also financial aid recipients should contact Student Financial Services for additional information related to loans.

Students must submit a copy of their orders along with the LOA Request Form prior to departing. This period of time may not exceed the end date on the orders submitted to the school. Please note that during this interim period, the school will not report the student as actively attending. Institutional requirements concerning the 10

year time limit to complete the degree still apply.

LOA Request Process:

1. Student will complete and submit the LOA Request Form (and any supporting documentation requested)
2. This form will be reviewed by both the Student Success Office and Registrar's office
3. If approved, school status will be moved to Leave of Absence
4. 30 days before the LOA ends, students will receive a reminder email about moving back to an active status
5. Once the LOA expires, the Registrar's office will update the student's status back to what it was prior to going on LOA