Academic Policies and Procedures

Leave of Absence (LOA)

- Undergraduate students are eligible to register up to one calendar year from the last term of enrollment.
- Graduate students are required to maintain continuous enrollment and must submit for a Leave of Absence (LOA prior to the start of the semester they will not be enrolled.
- A LOA allows current students who have attended at least one semester and are in academic and financial good standing to extend enrollment eligibility for a maximum of seven consecutive semesters (including summers) after the last term of enrollment. Students granted LOA will not need to reapply or pay a readmission fee and may, in some circumstances, retain an awarded scholarship.
  - First-time entering freshmen, transfer students, and readmitted students may not request a LOA but may apply for Deferred Admission. See Deferred Admission in the Admissions section of the University catalog.
- Application for LOA must be submitted **before** the first day of classes for the semester in which the Leave of Absence will begin.
- A LOA may be granted for the following reasons:
  - Serving a humanitarian or religious mission
  - Severe medical condition
  - Financial hardship
  - Military service
- Students granted a LOA will not be required to apply for readmission during the period of the leave or for the first semester immediately following that leave.
- Students requesting a LOA who also have been awarded a scholarship may request a deferment of that scholarship for the same length of time.
  - Non-resident tuition waivers are not deferred, but students granted such a waiver who are granted a LOA will receive first priority for such a waiver upon their return, pending eligibility and program restrictions.
- It is a student's responsibility to register in classes for the semester following a LOA. If desired, the student may designate someone to register for classes for him/her prior to his/her return.
- If a student does not register for courses in the term indicated on the request for LOA, the student will forfeit any scholarship or waiver rights and will need to apply for readmission.
- A student may not request a LOA to attend any other post-secondary institution, including a university, college, or technical/vocational school.

Leave of Absence Checklist

1. If you plan on taking a Leave of Absence (LOA), plan your courses accordingly. For example, mathematics courses and exams taken as a prerequisite to another Math class are only valid for two years. You may have to retake a Math class or re-test when you return. Graduate courses may only be offered in a cohort rotation which may delay your ability to enroll in courses.
2. Complete and submit Leave of Absence and Scholarship Deferment form (https://banner.utahtech.edu/BannerExtensibility/customPage/page/pbp.LeaveOfAbsence/) if applicable.
3. If you want someone else to register you for classes before you actually return to campus, you must designate that individual on the LOA form.
4. Meet with an academic advisor to determine a plan for your return, including the courses you will take when you re-enroll.
5. Complete any courses graded "I," which will automatically become "F" grades one year after that grade was issued.

Returning from a Leave of Absence

1. Contact the Admissions and/or Scholarship Office to determine if additional or updated information needs to be submitted.
2. Register for classes to take during the first full semester after your return. If you decide to re-enroll at Utah Tech prior to your anticipated return date, contact the Admissions Office.
3. Take the Aleks exam if needed for Math prerequisites.
4. Meet with an undergraduate academic advisor or graduate faculty advisor to create an academic plan to review updated or new program or graduation requirements.
5. If you learned a foreign language while on your leave of absence, you may be eligible to earn up to 16 credits by taking an exam and/or course. *See the Extra-Institutional Credit policy (*523 *(*https://catalog.utahtech.edu/academicpoliciesandprocedures/523.pdf*)) for more information.*