

DEPAUL UNIVERSITY



Leave of Absence

Category: Academic Affairs

Responsible Department: University Registrar

Responsible Officer: Vice President of Enrollment Management

Effective Date: 11/6/2020

Policy Summary

This policy establishes a procedure for students to request leave during their studies for a period of time whilst preserving their progress toward their degree.

Scope

The policy affects students, faculty, and staff working in academic units.

Policy

A student who requires time away from their academic program but who intends to re-enroll at DePaul within four quarters may request a leave of absence. Students must be enrolled in the fourth quarter after beginning their leave of absence (excluding summer term). Students will be subject to the Discontinuation Policy if they do not enroll in the fourth term after their leave of absence begins. Students seeking a leave of absence related to military service will find the procedure outlined in the Military Academic Adjustments policy. Students should consult their academic advisor to determine if their college has a more restrictive leave of absence policy. This policy does not cover the College of Law; therefore, College of Law students should consult with the college if seeking a leave of absence.

Students are limited to a maximum of three quarters leave of absence for each career (undergraduate or graduate). The quarters need not be consecutive. A student wishing to take a leave of absence must complete a Leave of Absence form in Campus Connect. Their Degree Progress Report will reflect the requirements from the student's entrance term while a student remains on leave of absence. Students are not required to re-apply for admittance to the University if they re-enroll within four quarters (not including summer quarter). If a student does not return within this time frame, they must apply to be re-admitted as a student. If a student requests a leave of absence that spans fewer than the three quarters they are allowed as a maximum, they will be subject to the standard discontinuation policy and will be discontinued if they do not enroll in the third quarter after their leave of absence begins. Re-admission does not extend the number of terms for which a student may take a leave of absence. See the examples below for additional clarity.

Students who receive financial aid are encouraged to consult with the Office of Financial Aid at DePaul Central to discuss the effect of a leave of absence on their financial aid.

Examples

Consecutive leave of absence terms

Example 1: A student requests a leave of absence effective Autumn 2020. They continue their leave of absence during Winter 2021 and Spring 2021. The student enrolls in Autumn 2021, and is not subject to the discontinuation process.

Example 2: A student requests a leave of absence effective Autumn 2020. They continue their leave of absence during Winter 2021 and Spring 2021, but does *not* enroll in Autumn 2021. They would be discontinued effective that term, unable to register for future terms, and required to apply for re-admittance to the university.

Leave of absence with fewer than three consecutive terms

Example 1: A student requests a leave of absence effective Autumn 2020, indicating their intent to take one term leave of absence in Autumn 2020. The student enrolls in Winter 2021; they are not subject to discontinuation. The student will have two terms of leave of absence remaining to use in future terms.

Example 2: A student requests a leave of absence effective Autumn 2020, indicating their intent to take one term leave of absence in Autumn 2020. The student does not enroll in Winter 2021 as expected. The student would be discontinued effective Spring 2021, unable to register for future terms, and required to apply for re-admittance to the university. The student will only have two terms of leave of absence remaining even if they are re-admitted.

Procedures

To initiate a leave of absence, a student will use the tool located in Campus Connect. Upon submitting their request, the student will receive a notification of its receipt. No further action will be required of the student. The student will receive an email from UR once their leave of absence is processed.

A student will be subject to the NonEnrollment/Discontinuation policy if they do not enroll at the end of their Leave of Absence.

Divisional Collaborations

Academic Affairs
University Registrar

Contact Information

Office of the University Registrar
ursupport@depaul.edu

Appendices

None.

History/Revisions

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Next Review Date: N/A