



Methodist College
UnityPoint Health

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Section: C-

Policy #: S-41

Approval:

Date: 08/15
Review by: 08/18

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Policy/Revision Submitted by: K. Branham

SUBJECT: Leave of Absence Policy

I. POLICY:

Methodist College requires students to follow a process when requesting a Leave of Absence (LOA).

II. GENERAL INFORMATION:

A student may request a Leave of Absence (LOA) for personal or medical reasons, before or after the Last Day to Withdraw, with a "W" with proper support documentation. The student who requests a Leave of Absence must be making satisfactory progress in all course work and be in Good Academic Standing. If the Leave of Absence is taken prior to the deadline for course withdrawal, the student will receive a "W" for all courses in which he/she was enrolled.

If the Leave of Absence is taken after the withdrawal deadline, the student may receive Incomplete grades for all courses (please refer to the Incomplete grade policy.) The student who requests a Leave of Absence may do so without withdrawing from Methodist College, but must return within one academic year. A student wishing to take a Leave of Absence must complete a Request for Leave of Absence form through the Office of the Registrar. The student must continue attending classes until the leave of absence is approved. Failure to resume studies within one academic year from the date of commencement of the Leave of Absence will result in termination of student status.