



Policy Number and Title: SL 6.01 Exceptional Academic Leave

Division	Student Life
Policy Section:	SL 6 Student Success and Wellness
Applicable to:	BA Students
Effective:	President's Cabinet (November 20, 2024)
Most Recent Revision:	President's Cabinet (November 20, 2024)
Contact:	Director of Student Success and Wellness

Statement of Policy

This policy establishes a means for students in extraordinary circumstances to receive academic leave status on an exceptional basis.

Rationale

Students sometimes face unexpected medical emergencies or otherwise. In these extreme situations, providing students with an opportunity to take academic leave after the regular deadline each semester allows them to receive necessary care while avoiding major academic and financial consequences. Providing flexibility for the students in exceptional circumstances will increase the likelihood of the student returning and persisting to graduation.

Details:

1. **Exceptional Academic Leave** may be granted after the normal deadline to request academic leave in instances where it is impossible for a student to continue the semester due to an unexpected physical or mental health condition, a serious, unexpected physical or mental health condition of an immediate family member (A parent, guardian, sibling, spouse, child) who requires care from the student, or a death of an immediate family member.
2. The Disability Support Committee (DSC) must approve or deny a student's request for Exceptional Academic Leave after reviewing appropriate documentation. The DSC may request additional documentation as necessary. The DSC will determine if a student's situation meets the criteria for this policy.
3. The student may be asked to submit additional documentation about their updated medical situation before being allowed to return. If the DSC does not approve a student to return, they will be unenrolled from classes.
4. Temporary Residents Permits will be canceled for students approved for Exceptional Academic Leave.
5. If approved for Exceptional Academic Leave, the student will be withdrawn from classes with no academic penalty.
6. **Tuition & Housing Refund.** If exceptional academic leave is approved, tuition and housing will be refunded according to the following schedule per Fall or Spring semesters:

Withdrawal date (weeks into semester)	Refund Range
0-2 weeks	100%
3-4 weeks	90%
5-8 weeks	70%
9-11 weeks	50%
12+ weeks	0%

- 6.1. Students can only receive a refund of the amount they paid for tuition and housing. In cases where students have received financial aid, adjustments to the financial aid amount will be made based on the applicable refund percentage at the time when the student's exceptional leave is approved. This adjustment ensures that the financial aid aligns with the refunded amount of tuition and housing fees.
- 6.2. The above refund schedule for summer tuition and/or housing does not apply to this policy. If a student takes an academic leave or withdraws during the summer session, the regular refund dates remain unchanged (as per the MK.3.07 Refund Policy), regardless of the withdrawal reason.