



Policy Number: 02-70-030

Policy Title: VOLUNTARY LEAVE OF ABSENCE, EXCUSED MILITARY ABSENCE, AND WITHDRAWAL

Effective Date: August 16, 2019

Page 1 of 3

1. **Policy**

OHSU may grant permission for a Leave of Absence (LOA) and Excused Military Absence from the university. Students may also Withdraw from Term Enrollment or Permanently Withdraw from the University. This policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include but are not limited to:

- medical leave for a physical or psychological condition;
- birth or adoption of a child;
- family obligations;
- research;
- additional graduate degree;
- financial hardship; or
- time to study for board exams.

Students ordered to federal or state active duty service will be granted an Excused Military Absence or LOA upon request, dependent on the terms and duration of the order and/or related medical treatment. A student permitted to take a LOA while on academic and/or disciplinary status will return on the same status.

2. **Definitions**

For the purposes of this policy, the following definitions shall apply:

- A) **Leave of Absence** is a type of withdrawal that interrupts study temporarily in order to accommodate extenuating circumstances. A student on LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without reapplying for admissions.
- B) **Withdrawal from Term Enrollment** is initiated by the student and occurs when a student determines they would like to either withdraw from all of the currently enrolled courses in the academic term or will not begin any courses scheduled for the remainder of the academic term.
- C) **Permanent Withdrawal from the University** is initiated by the student and occurs when a student determines they no longer wish to be a student in the academic

program, and sever their connection with the school or college and university. Students choosing to Permanently Withdraw from the University must re-apply for admission and be re-admitted in order to resume studies.

- D) **Administrative Withdrawal** is initiated by the school, college or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a LOA, fails to register for classes, or fails to meet the requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admissions and be re-admitted in order to resume studies.
- E) **Excused Military Absence** is a type of LOA initiated by the student and occurs when they have been ordered to federal or state active duty service as a Member of the Military, a member of the commissioned corps of the National Oceanic and Atmospheric Administration or a member of the Public Health Service of the United States Department of Health and Human Services. An Excused Military Absence of 30 consecutive days or fewer shall be granted for short term active duty service or receiving medical treatment for an injury sustained on active duty.
- F) **Member of the Military** is a person who is a member of the Oregon National Guard or the National Guard of any other state or territory; or the Active Duty reserves of the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States.

3. Responsibilities

Students are responsible for understanding the implications of a LOA, Excused Military Absence or withdrawal for financial aid, health insurance, and progress toward the degree. International students are responsible for consulting with the Office of International Students to understand visa implications of interrupting their studies.

A student is responsible for notifying OHSU if plans change. The school or college may Administratively Withdraw a student from a program if a student does not return by the date provided on the Withdrawal, Excused Military Absence or Leave of Absence Form.

A LOA is noted in the student's educational record maintained by the Office of the Registrar.

Students requesting a LOA, Excused Military Absence or Withdrawing from Term Enrollment should discuss their plans in advance with their academic dean or program director. The student and the academic dean or program director shall discuss a mutually agreeable time of return to support reentry into the academic program. Time of return is dependent on space available for clinical placements and/or on course availability in the student's program, and is not guaranteed.

4. **Requesting a LOA, Excused Military Absence or Withdrawal**

Students requesting an LOA, Excused Military Absence or Withdraw from Term Enrollment or the University must complete a Withdrawal, Excused Military Absence or Leave of Absence Form, available on the Registrar's Office website.

5. **Procedures**

The Office of the Provost and Office of the Registrar are responsible for developing and maintaining procedures pursuant to this policy.

Related Policies and Procedures: [Policy 02-20-005, Student Records](#); [Policy 02-70-010, Technical Standards](#); [Policy 02-70-020, University Grading](#); Voluntary Leave of Absence and Withdrawal Procedure; School policies related to LOA and Reinstatement; Tuition and Fees, Section II E. [Tuition Refund](#) (Registrar Forms)

Related Regulations: ORS 352.296 Credit for room, board, tuition and fees for student ordered to active duty; standards.

Supersedes: CAP Policy 2-01-1112

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Revision History: November 14, 2012; May 25, 2013; January 30, 2014; September 19, 2016; August 16, 2019.

Responsible Office: Office of the Registrar, 503-494-7800; academicpolicy@ohsu.edu