



Student Leave of Absence Policy

- (1) Dixie Technical College generally operates its programs on a cohort model, where the same group of students begin, learn and graduate together. This model results in improved outcomes for students and efficiencies for the College. However, in unusual circumstances students may request a leave of absence (LOA).
- (2) In order to request leave of absence, students must complete the request form found online at dixitech.edu. All requests for leaves of absence must:
 - (a) Be submitted in writing, signed and dated; and
 - (b) Include the reason for the student's request.
- (3) In order for the request to be approved, the Vice President of Student Affairs must:
 - (a) Find that there must be a reasonable expectation that the student will return from the LOA;
 - (b) Determine that the student's academic progress is satisfactory such that the student is likely to complete the program;
 - (c) Find that the student is unable to continue the program due to a severe medical condition or military service; and
 - (d) Provide a return date for the student.
- (4) The Vice President of Student Affairs may request additional information from the program instructors and other staff regarding the student's progress, and the ability of the student to return from leave given the schedule of courses. If the leave is sought on medical grounds, documentation from the student's healthcare provider may be required.
- (5) For students receiving federal student financial aid:
 - (a) The student is not eligible for any additional Title IV aid.
 - (b) The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. The 12-month period begins on the first day of the student's initial LOA.
 - (c) The College may permit a student to return to class before the expiration of the student's LOA to review material previously covered. However, If a student returns early, the days the student spends in class before the course reaches the point at which the student began his or her LOA must be counted in the 180 day maximum time frame for an approved leave of absence.
 - (d) If the student fails to return within 180 days, the school must report the student as withdrawn.

- (6) The College will not assess the student any additional charges for the LOA. If the student does not return from leave, the student will owe the College any outstanding tuition, fees and other charges.
- (7) When returning from a LOA a student:
 - (a) Must notify the SSAO before returning.
 - (b) Resume training at the same point in the academic program that he or she began the LOA.
 - (c) May return early from a leave of absence. Until the student has resumed the academic program at the point he or she began the LOA, the student is considered to still be on the approved LOA
- (8) A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. The College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the College documents the reason for its decision and collects the request from the student at a later date.
- (9) For credit hour programs, if a student does not return to the school at the expiration of an approved LOA, the student's withdrawal date is the date the student began the LOA. For clock hour programs, the withdrawal date for the same student is the student's last day of attendance.

Amended September 21, 2023