

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department:	Office of Student Engagement
Subject:	Leave of Absence Policy
Date Issued	December 15, 2023
Updated and Reviewed By:	Senior Leadership Council
Approved By:	Reviewed by Cabinet, Approved by President, December 11, 2023

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### I. Policy/Procedure

A Leave of Absence must be requested prior to the beginning of classes for the semester.

### II. Purpose

A leave from Luther College is granted to students who wish or need to take time away from their studies for a variety of reasons, including employment opportunities, personal or family circumstances, to gain perspective on their academic and career priorities, or if their health interferes with successful full-time study. The purpose of this policy is to define the leave of absence policy and procedures.

### III. Scope

This policy applies to all degree-seeking college students.

### IV. Procedures and Guidelines

A leave is for one semester. Should a student require more than one consecutive semester away from Luther, the leave becomes a withdrawal. The student must be in good academic standing (not on probation or dismissed) with Luther at the time of their request for a leave. Students wishing to take such a leave should contact the Office of Student Engagement at [students@luther.edu](mailto:students@luther.edu) prior to the start of classes for any semester. During the semester of leave, normal billing at Luther will be curtailed, and the college will maintain a fully refundable financial deposit with Financial Services to maintain the student's eligibility for housing and course registration priorities for the return semester.

Failure to return to Luther College after a one semester leave of absence will result in the student's automatic withdrawal.

If a student can no longer attend classes for any reason after classes have started for the semester, they will need to withdraw. To withdraw, students should email the Office of Student Engagement at [students@luther.edu](mailto:students@luther.edu). Withdrawing means the student is subject to loss of academic credit and full or partial loss of tuition and other fees and expenses for the semester.

For financial aid purposes, students on a Leave of Absence under this policy are treated as withdrawals beginning with the day after their last day of attendance. As such, any student loans obtained prior will enter their applicable grace or repayment period. When a student returns from a Leave of Absence, institutional merit aid is reinstated as long as renewal criteria were being met at the time the student went on leave. Financial aid derived from federal, state, and institutional need-based sources will be calculated based on the FAFSA pertaining to the period of the student's return.

Luther College's primary source of communication with students during their leave of absence is their Luther email address.

Tuition and fees are refunded as shown under the [\*Tuition, Room, and Board Refund Policy\*](#).