

LEAVE OF ABSENCE POLICY AND WITHDRAWAL FROM THE UNIVERSITY POLICY

Undergraduate Leave of Absence Policy

A *Leave of Absence* (LOA) is considered an approved Leave of Absence that allows Federal Student Aid (Title IV Aid) recipients to temporarily leave attendance from Vanguard University. LOA's may only be granted for periods of up to 180 days (approximately 6 months) within a 12 month period. To qualify, students must be in good academic standing, and apply in advance of the time period they wish to be on leave. A request for leave of absence may be made with the Office of the Registrar. Students taking a leave of absence are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. A leave of absence is not intended for students wishing to withdraw during the current semester.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Graduate Program Leave of Absence Policy

All graduate programs have an established time limit within which to graduate. If the time limit is not met, the student will not be able to continue any further study. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, rather it is counted as part of the time. Refer to the policy of the applicable graduate program regarding the allowed time and for other information which may be program specific. Any exceptions will be up to the program and will include but not be limited to a plan of action for degree completion, a detailed time frame, and approval of the program director. Any leave of absence may be filed with the Office of the Registrar.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Military Leave is available for any student separated from the military or active reservist who, due to documented deployment or drilling, need to leave the University during the semester without completing their

current coursework, or to withdraw from the University for up to two (2) consecutive terms.

In the event of a federally declared emergency, U.S. Military Veterans who are listed as honorably discharged on their DD-214 at time of separation *and* have been reactivated in to service by the U.S. Government to assist with evacuations, relocation of command centers, security protection detail, etc. in areas designated/declared as Emergency Disaster Areas (e.g. wildfire, earthquakes, flooding, etc.) may be eligible for academic accommodations with appropriate documentation from a federal agency.

Students on active duty or reservist military leave or honorably discharged veterans that have have their service reactivated by the U.S. Government are not regarded as having permanently withdrawn from the institution; need not apply for readmission; and may be eligible for academic accommodations. For more information, contact the School Certifying Official (VASCO@vanguard.edu).

Withdrawal from the University

The University desires to establish a clear process for students who choose to withdraw from the University. In order to do so, the student must complete the following steps:

1. Contact the Office of the Registrar and complete a withdrawal application and submit to the Office of the Registrar.
2. A student withdrawal application is incomplete until the Office of the Registrar approves in writing the request to withdrawal from the institution.
3. If a student does not return at the conclusion of the LOA, their enrollment status will be changed to Administrative Withdrawal, retroactive to their last date of attendance at Vanguard University.
4. Should an enrollment verification letter from Vanguard University be needed while on an LOA, request should be submitted to the Office of the Registrar: records.support@vanguard.edu.
5. The Office of the Registrar is required to report LOA and Administrative Withdrawal statuses to the National Student Loan Data Service (NSLDS). Students are subject to lenders' loan repayment policies while on these statuses.
6. Your Federal Student Aid will be cancelled while you're on an approved LOA; however, aid for subsequent semesters will not be cancelled unless the Office of the Registrar notifies the Financial Aid Office of your student withdrawal.
7. Contact the Financial Aid Office (financialaid@vanguard.edu) for more information regarding your Federal Student Aid eligibility.

