

Seattle University (SU) acknowledges that students may encounter situations which require interruption of continuous enrollment. Recognizing this, SU provides options for a student leave-of-absence (SLOA). SLOA is a form of withdrawal that encourages proactive management of a student's temporary departure from SU. Definitions, eligibility, and restrictions for a SLOA are described below, followed by instructions for completing the SLOA application process.

- A. STUDENT LEAVE-OF-ABSENCE (SLOA): Student departs SU with the intent to return. Upon completion of the SLOA process; and as appropriate per other University policies; institutional aid commitments, priority registration status, and academic catalog year may be maintained upon return to SU. Students on SLOA will maintain access to Lemieux Library, SU email, IT networks and labs.

Note: Students who do not file a SLOA and are within the allowed timeframe for non-registration prior to administrative withdrawal will also maintain access to Lemieux Library, SU email, IT networks and labs.

- B. ADMINISTRATIVE WITHDRAWAL: The Office of the Registrar will administratively withdraw any undergraduate student who does not register for two consecutive academic terms (excluding summer) by the census date of the second term. The Office of the Registrar will administratively withdraw any graduate student who does not register for three consecutive academic terms (excluding summer) by the census date of the third term. Financial aid, registration, housing, and other campus services for administratively withdrawn students are ended. Students who are administratively withdrawn must apply for readmission. Should the student readmit at a later time, financial aid and housing will be reassessed based on current year's awarding and housing policies.
- C. COMPLETE WITHDRAWAL: Student completes and submits withdrawal form and departs SU with no intent to return. Financial aid, registration, housing, and other campus services are ended. Should the student readmit at a later time, financial aid and housing will be reassessed based on current year's awarding and housing policies.
- D. READMISSION: Students who have withdrawn from SU must follow readmission processes per University Policy #76-10, *Readmission Requirements*.

A. To file a SLOA, students must meet the following criteria:

1. **Be a degree-seeking undergraduate or graduate student. Students enrolled in undergraduate or graduate certificate programs are not eligible for SLOA.**
2. **Be registered** during the quarter immediately prior to the beginning of the SLOA. Students may file a SLOA in the summer term for the subsequent fall term, without being currently enrolled.
3. Attend the first quarter after having been admitted as a new, degree-seeking student. Students who do not attend their first quarter will not be eligible for SLOA but may contact the Office of Admissions/Office of Graduate Admissions to learn about possible options for deferred admission.
4. Attend the first quarter after having been readmitted to SU (if applicable). Students who do not attend their first quarter will not be eligible for SLOA but may contact the Office of the Registrar to learn about possible options for deferred readmission.
5. Students who are participating in a study abroad program that has not been approved by the Education Abroad office, and which exceeds two consecutive terms (excluding summer) for undergraduate students, or three consecutive terms (excluding summer) for graduate students, should complete a SLOA.

B. Normal withdrawal procedures must be followed for students wishing to depart during the current quarter. A student may complete a SLOA for the term following withdrawal.

A. SLOAs may be implemented for up to a maximum of four quarters, including summer. SLOAs of less than four quarters may be extended up to four quarters.

B. Discontinuance of study without a signed SLOA from the University does not constitute a SLOA.

C. All SLOAs must include a signature from a designee from the student's College/School and are subject to College and University rules that ensure a smooth transition both out of and back into academic life.

D. Students who receive grades of "Incomplete (I)" in the quarter prior to SLOA may complete coursework during the SLOA term. The "Incomplete (I)" grade must be

removed by the fourth week of the next consecutive term (excluding summer) per University Policy #97-3, *Incomplete Removal*.

- E. Students on leave may not be engaged with official SU activities or academics. This includes, but is not limited to, enrollment in classes, living in campus housing or participation in athletics, clubs or organizations.
 - F. Students may receive credit or content recognition for classes taken elsewhere during the SLOA as long as appropriate transfer credit processes are followed.
 - G. Students requesting additional SLOA(s) after their first will be handled individually on a case-by-case basis by the Dean or Dean's designee of the student's College/School.
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- A. Student meets with an academic advisor in his/her College/School to complete the SLOA Request Form.

