



## Procedure 501-13 Student Leave of Absence

Sponsor: Student Services

### Purpose

Clarify Coconino Community College's expectations for students that may take a leave of absence (LOA) from the College during the semester.

### Definitions

Leave of absence is an extended period of time in which a student is absent for priorities that take precedence over working toward his or her degree or certificate.

R2T4 calculation is Return to Title IV and must be performed under the guidelines of the federal regulations.

Title IV Funds are federal financial aid funds that are most commonly accessed by completing the Federal Application for Student Financial Aid (FAFSA).

### Procedure

Students may take a leave of absence from the College during the semester for a valid reason, such as sickness, a death in the family, or other emergencies; however, they must notify the College and understand the potential consequences on academic performance.

1. Students must notify the Registrar:
  - a. Their intent to be absent from the College
  - b. The length of time they expect to be absent
  - c. Reason for their absence
2. The Registrar will notify the student's instructors of the absence, its reason, and its expected length. The instructor will determine if it is possible for the student to complete future assignments and the possibility of continuing in the course.
3. Student's responsibility to their course(s):
  - a. Students who are absent from their courses for any length of time are responsible for any missed assignments.
  - b. If the student is absent for an extended time, the instructor may recommend that the student withdraw from the course.

### Financial Aid Students:

In order to be considered a Leave of Absence for Financial Aid purposes, and to prevent the College from performing a return of Title IV Funds (R2T4) calculation, all of the following conditions must be met:

1. The student must follow the College procedure for requesting a LOA;
2. The College determines that there is a reasonable expectation that the student will return to the school;
3. The College approves the student's request in accordance with college procedure;
4. The LOA does not involve additional charges by the College;

5. The number of days in the approved LOA, when added to the number of days in all other approved leaves of absence, does not exceed 180 days in any 12-month period;
6. Upon the student's return from the LOA, the student is permitted to complete the coursework he or she began prior to the LOA;
7. If the student is a loan recipient, the institution explains to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.
8. If a student does not resume attendance at the institution at or before the end of a Title IV-approved LOA, such as not returning within 180 days or a LOA longer than 180 days, the institution must treat the student as a withdrawal and perform the R2T4 calculation. The same is true if the student takes a non-Title IV-approved LOA (unapproved LOA). In such cases, the student's withdrawal date is the date the student began the LOA.
9. The College will report the LOA to external entities during the LOA period. If the student does not return from the LOA as scheduled, then the College will report the student as withdrawn from the College.

## **References**

34 CFR § 668.22(d)

## **Procedure History**

06/03/2003	New
11/07/2006	Revised
05/11/2011	Revised and Approved by College Council
03/09/2015	Revised
05/13/2015	Revised and Approved by College Council
09/20/2019	Reviewed by Instruction & Student Services Standards Committee
10/25/2019	Revised and Approved by Executive Leadership Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

## **Legal Review**

None