



Leave of Absence Policy

Students admitted to LIU Global are expected to make regular and consistent progress toward the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to take a leave of absence (leaving the university temporarily, with the firm and stated intention of returning). *The University considers such an interruption to be very serious as it delays normal progress toward the degree.* Leave of Absence Applications are reviewed once a month on a rolling basis. Leaves of absence cannot exceed 2 semesters (except where a leave is mandated by compulsory national service). Students are required to apply for readmission if they fail to return to LIU Global after a one year approved leave or extend their leave without permission from the University. In these cases, students must comply with any new regulations governing their degree program.

Procedures:

1. The student should discuss a leave of absence with his or her academic advisor. Discussions will include their plans while on leave and to solidify any conditions that may be necessary for a smooth return to LIU Global.
2. The student must complete a Long Island University application for withdrawal. Fill out the following sections:
 - B:** EMPLID # is the nine digit student i.d. number that begins with 100
 - D1-4:** Biographical information, etc.
 - D5:** Mark the semester/year of leave
 - D6:** Reason for leave of absence & signature/date
 - F:** Include semester/year of expected return from leave of absence

In addition, the student must also complete a LIU Global Leave of Absence Application bearing his/her signature and the signature of their academic advisor. The application must include a statement outlining the reason for the leave request and the plan to return. The application must be submitted to the Assistant Director of Records & Administration at the NY center. *The fall semester deadline is December 1st and spring semester deadline is May 1st.* It will be reviewed and submitted to the Dean or the Dean's designee for final approval. Students can expect to receive a decision via email.

3. The student will be notified in writing by the Dean's designee of the approval or denial of the request for a leave.
4. The student is responsible for contacting the Office of Student Financial Services regarding his/her leave of absence.
5. The notation "leave of absence" will be entered on the student's transcript.

Disclosure of Consequences:

- Federal student loans become repayable six months after a student's last semester. Be advised that if a student took a leave of absence in the past, loan repayment is immediate as there is only one grace period (six month repayment).
- Students will be required to apply for re-admission and satisfy the academic regulations of the most recent LIU Global catalog under the following conditions: failure to return to LIU Global after approved LOA; extending a LOA without approval of LIU Global.
- Any Incomplete marks (INC) turn into Failures (F) after one semester.
- Courses taken at other colleges or universities during a leave of absence are not guaranteed to transfer back towards your degree unless pre-approved by the Dean's Office. If you are interested in taking courses while on a leave of absence, you must submit the Application to Take Courses at another Institution (be sure to read the requirements).
- If you are taking courses at another institution while on a leave of absence, be sure to follow through on loan deferment paperwork with Direct Loans and the institution you will be attending.