

Temporary Leave of Absence Protocol

A Temporary Leave of Absence (TLA) provides students the opportunity to take one semester or part of a semester off without having to reapply to the institution for re-entry the following semester. TLA is not designed for individual courses. Students wishing to take more than one semester off are not eligible. The TLA allows the student eligibility to enroll in courses during the designed time for his or her class. Students on TLA are considered to be matriculating students and still enrolled. Students who do not return to Wingate University by the established deadline will have the TLA automatically converted to a withdrawal.

Students must be in good academic and social standing with the institution to be eligible to participate in this program. Those on academic or community standards probation may not be eligible. Additionally, a student may not request more than two TLA's in an academic career, without providing extensive documentation and seeking special permission from the Assistant Dean of Student Affairs. If a TLA is initiated and approved within a semester, the student will receive "W's". All information must be received prior to the first day of exams in order to be eligible.

Students wishing to seek a temporary leave of absence for various reasons must adhere to the following protocol:

- ◆ Reasons for TLA may include, but are not limited to:
 - Travel aboard opportunities with other institutions
 - Medical needs
 - Special needs (i.e., military service, family death)

- ◆ Documentation in writing from a qualified professional or appropriate individual (i.e., student making the request, medical professional) detailing the reason for the request, along with a TLA request form must be sent to the Office of Student Success. Medical reasons must be accompanied by documentation from a qualified health care provider. This documentation, along with a completed Temporary Leave of Absence Request form, will be sent to the Office of Student Success. Upon review of the information, a recommendation will be made from the Office of Student Success to the Vice President of Academic Affairs. The University reserves the right to deny a student's application of TLA and recommend a withdrawal. Once the TLA Request form is completed, the student has 14 days to submit the necessary documentation. Information may not be accepted after this and the TLA status may be denied.

- ◆ Information regarding medical TLA's will be kept confidential in Student Health or the Wellness and Counseling Office.
- ◆ Once a decision is reached, a decision letter is copied to the student and the student's file. Notification is then sent via email to the offices of Admissions, Student Affairs, Residence Life and the Academic Resource Center. The offices of the Registrar, Business Affairs, and Financial Planning will receive copies of the approved TLA form.
- ◆ The Office of Student Success will notify advisors and faculty of the student's leave.

Students who utilize the TLA are subject to all University refund/repayment policies. For more information on these policies and procedures refer to the 2009-2010 Academic Catalog, page 37. Any questions regarding Title IV student loan deferment while utilizing TLA should be addressed to the Office of Financial Planning.

Prior to departing campus, students requesting TLA must visit the Office of Financial Planning and the Business Office to clear their accounts and complete important loan information. Students must contact these offices within 30 days of the official TLA date.

Students wishing to be removed from TLA and return to Wingate University must adhere to the following protocol:

- ◆ Documentation in writing from a qualified professional or appropriate individual must be sent to the Office of Student Success stating the desire to return, along with a completed TLA Re-entry Request form preferably at least one month prior to the projected date of return. Those who left on medical reasons must provide documentation from a qualified health care provider; preferably the same provider, indicating the student is prepared and safe to return to the University. This documentation, along with a completed Temporary Leave of Absence Re-entry Request form, will be sent to the Office of Student Success. Upon review of the information, a recommendation will again be made to the Vice President of Academic Affairs. The student will not be eligible to register for academic classes until re-entry has been approved.
- ◆ Once a decision is reached, a decision letter is copied to the student and the student's file. Notification is then sent via email to the offices of Admissions,

Student Affairs, Residence Life and the Academic Resource Center. The offices of the Registrar, Business Affairs and Financial Planning will receive copies of the approved TLA Re-entry form.

At any point during this process, a student may be required to provide further clarification in order to be approved.

This process, once all documentation is provided, should take no longer than five business days before the student receives information on his/her status.

Updated 9/18/09