



Leave of Absence Handbook

UNIVERSITY OF LA VERNE

This Handbook is designed to help you to transition out of the University of La Verne on a temporary basis.

Each section briefly explains which offices must be contacted to ensure that you leave the University in good standing. Our hope is that by easing your transition away from La Verne you will lay the foundation for facilitating your transition back to La Verne to continue your education.

This Handbook should be used as a general guide and not as the authoritative document for transitioning out of the University. Please use it alongside the University Catalog to ensure you are aware of policies and requirements that govern your degree requirement and your status as a student.

We welcome constructive feedback for improvement of this Handbook.

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Leave of Absence Handbook

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Section 1

General Information

What is a Leave of Absence?

A leave of absence is a temporary leave from the University of La Verne. It may be necessary for you to take a temporary leave during your academic career.

Why should I take a Leave of Absence?

A student may elect to take a leave of absence for a variety of reasons to handle life issues that might interfere with his/her academics. Examples of life issues are:

- Family or personal reasons or hardships.
- Religious obligations.
- Financial or work-related issues.
- Medical emergencies due to illness or accident.
- Military or volunteer service

How long can I leave La Verne under a Leave of Absence?

University policy grants traditional undergraduates to take a leave of absence for up to two consecutive semesters (fall/spring). If you anticipate not being able to return immediately after a leave of absence expires, please contact Academic Support and Retention Services without delay. Otherwise, you may be required to reapply for admission.

Is it easy to return to the University of La Verne?

A leave of absence is specifically designed to help students to transition back to La Verne immediately after the leave of absence expires without reapplying for admission. Following these guidelines will assure you rights granted to you by the catalog in which you are governed by and it will ease your access to financial aid and housing. Finally, your smooth transition back to La Verne will help you to finish your undergraduate degree.

Can I take a Leave of Absence if I am a first semester student?

Yes. You can take a leave of absence after the 2nd week of classes. If you need to file a leave of absence before the start of your first semester, you should instead update your admissions application if you need to postpone your anticipated start date. Please contact the Admissions Office.

Does a Leave of Absence automatically cancel my courses?

No. A leave of absence does not automatically cancel your courses. The first step is to meet with your academic advisor, followed by the Registrar to drop your courses. The handbook identifies other offices you may also need to visit as you transition out of La Verne.

I plan to withdraw from La Verne and do not plan to return. Do I need to file a leave of absence?

No. If you are certain that your departure from La Verne will be permanent, then you do not need to file a leave of absence. Make sure you mark the appropriate section on the form indicating that you will withdraw from the University (and do not plan to return). However, if you are not certain, it is advisable to file a leave of absence for up to one year in case you return to La Verne within a year. Otherwise, you will need to apply for readmission.

If I withdraw without taking a leave of absence, am I eligible to use the Library or remain in university housing?

Access to University services, including Library use and housing, is a privilege that is reserved only for enrolled students. If you file a leave of absence, you may continue to access university libraries, but only with the consent of the Registrar and Library in cases where you might be working on an incomplete (INC) for a course. However, access to the library terminates if you withdraw or abandon your studies.

You must vacate university housing immediately if you file a withdrawal or a leave of absence.

Section 2

Filing a Leave of Absence Prior to the Start of the Semester

Meet with your academic advisor

Meet with your academic advisor to discuss the reason for a leave of absence. Discuss your academics, specifically focusing on your current standing, what courses remain, and where you will start from upon returning to campus.

International Students

Meet with your academic advisor to discuss the reason for a leave of absence (see above). Meet with the Director of International Study Abroad Center to determine how your Leave of Absence will impact your student visa. U.S. Immigration requires all persons with student visas to be enrolled in at least 12 semester hours (or full-time status). Thus, a leave of absence for reasons other than medical should be seriously considered given its potential implication on your immigration status. If you file a leave of absence for any reason other than medical, you will be required to return to your country of origin until you are ready to return to school.

Visit the Registrar

Drop all your courses with the University Registrar. You may drop courses in person or via MyLaVerne (but only within the normal timeframe to drop/withdraw). You may not file a leave of absence past the last day to withdraw without an approved appeal by the Undergraduate Appeals Committee. Contact Academic Support and Retention Services if you need assistance dropping courses. It is your responsibility to officially notify the University if you plan to withdraw or file a leave of absence. Failure to attend classes or inform your instructor(s) does not constitute official withdrawal from a course. Review Section 4 of this handbook to determine how financial aid will be impacted by your decision to withdraw from, or drop courses as a condition of filing a leave of absence. If you have pending incomplete (INC) grades and are not able to complete them, then you must file a petition for extension with the Undergraduate Appeals Committee. Failure to obtain an extension on incompletes may result in their expirations, which count as an “F” and negatively impact your GPA.

Housing

Contact Student Housing if you are living on campus to inform them that you are no longer enrolled in classes. You will need to return keys and may also need to cancel your meal plan. Refunds will be made according to the terms and conditions outlined on the Residence Hall License Agreement. The amount of any refund will be determined by the Housing Office. Board refunds during the Fall, Winter, and Spring semesters will be calculated on a prorated basis.

Financial Aid & Student Accounts (& Parking)

See Section 4 of this handbook for information about financial aid.

Visit Student Accounts to inform them that you are no longer enrolled in classes. Tuition credit is determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses by the published deadlines. Approved refunds are processed within 14 days that a credit is reflected in your account. Checks are mailed to your mailing address. See the Tuition Refund/Credit Policy Section of your Catalog for detailed explanations of refunds that are based on enrollment periods. Return the parking permit and clear any parking fines.

If you fail to clear your account, it may result in a financial hold on your record which will negatively impact your ability to return to campus after the leave of absence has expired.

Student Health Insurance

Contact Student Accounts that you have dropped courses and have filed a leave of absence. Health insurance refunds will be determined by Student Accounts based on their policies regarding refunds.

University Library

Return all library books and clear any outstanding fines.

Update your Address

Update your local address and telephone number via MyLaVerne or in person with the Office of the Registrar to ensure you receive important correspondence from us.

Section 3

Filing a Leave of Absence During the Semester

Meet with your academic advisor

Meet with your advisor to discuss the reason(s) for taking a leave of absence. Review how your withdrawal of courses will impact your academic standing and pending degree requirements.

International Students

Meet with your academic advisor to discuss the reason(s) for a leave of absence (see above). Meet with the Director of International Study Abroad Center to determine how your Leave of Absence will impact your student visa. U.S. Immigration requires all persons with student visas to be enrolled in at least 12 semester hours (or full-time status). Thus, a leave of absence for reasons other than medical should be seriously considered given its potential implication on your immigration status. If you file a leave of absence for any reason other than medical, you will be required to return to your country of origin until s/he is ready to return to school.

Visit the Registrar

The date you officially drop courses after the semester starts will determine whether the action constitutes an official “drop” (which does not show up on your transcript) or withdrawal (which results in a mark of “W” on your transcript). Review the Registrar’s academic calendar to determine the dates for dropping or withdrawing from courses. You may drop courses in person or via MyLaVerne (but only within the normal timeframe to drop/withdraw). You may not file a leave of absence past the last day to withdraw without an approved appeal by the Undergraduate Appeals Committee. It is your responsibility to officially notify the University if you plan to drop or withdraw or file a leave of absence. Failure to attend classes or informing the instructor does not constitute official withdrawal from a course. If you have pending incomplete grades and are not able to complete them, then you must file an extension with the Undergraduate Appeals Committee. Failure to obtain an extension on incompletes may result in their expirations, which count as an “F” and negatively impact your GPA.

Housing

Contact Student Housing if you are living on campus to inform them that you are no longer enrolled in classes. You will need to return keys and may also need to cancel your meal plan. Refunds will be made according to the terms and conditions outlined on the Residence Hall License Agreement. The amount of any refund will be determined by the Housing Office. Board refunds during the Fall, Winter, and Spring semesters will be calculated on a prorated basis.

Financial Aid & Student Accounts (parking)

See Section 4 of this handbook for information about financial aid.

Visit Student Accounts to inform them that you are no longer enrolled in classes. Return the parking permit and clear any outstanding parking fines.

The date of withdrawal is determined the Registrar. Tuition refunds are determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses before the deadline. Approved refunds are processed within 14 days and a credit is reflected in your account. Checks are mailed to your mailing address (so make sure your address is current). See the Tuition Refund/Credit Policy Section of your Catalog for detailed explanations of refunds that are based on enrollment periods.

Student Health Insurance

Contact Student Accounts that you have dropped courses and have filed a leave of absence. Health insurance refunds will be determined by Student Accounts based on their policies regarding refunds.

University Library

Return all library books and clear any outstanding fines.

Update your Address

Update your local address and telephone number via MyLaVerne or in person with the Office of the Registrar to ensure you receive important correspondence from us.

Section 4

Financial Aid and Student Accounts

Financial Aid

Withdrawals

A student receiving Federal Pell Grants, Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loans, Federal Stafford Loans, Federal Parent PLUS Loans, and/or Federal Supplemental Educational Opportunity Grants (SEOG) who withdraws from La Verne is subject to the Return of Federal Funds provision included in the regulations governing the administration of Federal Student Aid Funds. Any amount established by the Return to Federal Funds provision will be returned to the Federal programs: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal Parent PLUS Loan, Federal Pell Grant and other Title IV funds.

Student Loans

If you have ever borrowed student loans, notify your lender(s) of your leave of absence. Ask each lender how your leave of absence will affect your grace period and repayment. If you are not already in repayment, expect to enter repayment immediately or after the expiration of the grace period, depending on the loan. If you begin to receive loan billing statements, do not ignore them. Call the lender to inquire about deferment and forbearance possibilities. Keep copies of all correspondence you send to your lenders. Keep a record of all telephone conversations you have with your lenders. Once you re-enroll at least half time, contact your lender to inform them that you have re-enrolled in school and that you are eligible for an in-school deferment.

Federal Stafford Loan, Federal Parent PLUS Loan: Notify your lender or current loan servicer of your leave of absence. If you are not sure who your lender is, this information can be found online at www.nslds.ed.gov.

Federal Perkins Loan and ULV Loans: If you have received a Federal Perkins Loan and or a ULV Loan please call 909-593-3511 extension 4066 for information on leave of absence.

Private loan programs: Notify your lender of your leave of absence.

You may be required to complete exit loan counseling.

Work-Study/Student Employment

If you are a student employee working under Federal Work Study or are employed through a Student Employment position, you must notify both The Office of Student Employment and your employer of your leave of absence. You must immediately stop working as you must be a registered student to continue employment at La Verne.

Cal Grants

If you are a Cal Grant recipient, you must notify the Cal Grant Program and apply for a Cal Grant Leave of Absence by logging on to Webgrants for Students at <https://mygrantinfo.csac.ca.gov>. You can also call the Cal Grant Program at (916) 526-7590.

Returning in the Spring Semester

If your leave of absence occurs during the fall semester and you plan to return in the spring of the same academic year, you should complete the financial aid application so your financial aid eligibility can be determined for the spring semester. This includes responding to requests for additional information. La Verne academic scholarship award requirements are available through the Office of Undergraduate Admission. Other institutional awards will be based on your demonstrated financial need as determined by the Free Application for Federal Student Aid (FAFSA) when you return. If you have already been awarded financial aid for the academic year, please contact The Office of Financial Aid so they can revise your financial aid award. You should call The Office of Financial Aid at least six weeks prior to the beginning of the semester to ensure that you've done everything you need to do to receive your funds. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog.

Returning in a Future Academic Year

If you will not be returning to La Verne until a future academic year (fall or spring), plan ahead for your return. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog. You must also continue to satisfy all financial aid general eligibility requirements; for example, you must not default on any student loan while you are on your leave of absence. Contact The Office of Financial Aid at 1-800-649-0160 if you have questions about returning.

Outside Scholarships

If you are a recipient of any non-La Verne outside scholarships, notify the awarding agency in writing about your leave of absence. Include the reason for your leave of absence and your anticipated date of return. Be sure to notify the awarding agency before you return to La Verne if they agree to reinstate your scholarship.

Student Accounts

Visit the Office of Student Accounts to inform them that you are no longer enrolled in classes. Tuition credit is determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses by the published deadlines. Approved refunds will be processed within 14 days that a credit is reflected in your account. Checks are mailed to your mailing address. Please see the Tuition Refund/Credit Policy section of your catalog for detailed explanations of refunds that are based on enrollment periods.

Delinquent Payment of Tuition

The University of La Verne reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on the transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester may become interest bearing at the rate of 10% per annum. Interest on the outstanding balance may be computed and added monthly to the amount due.

If it becomes necessary for the University to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional fee up to 35% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

Section 5

Residency and Transfer Policies

General Statement

A leave of absence is meant to facilitate a student's departure from the University for a short period of time in order to address and resolve personal, medical, or financial hardships, or to meet military obligations. Your decision to file a leave of absence does not absolve you from following the University's residency and transfer policies.

Residency

Residency pertains to the minimum number of units a student must complete at the University of La Verne to earn a degree. A minimum of 32 semester hours must be earned at La Verne. At least 44 semester hours must be at the upper division level, including a minimum of 24 semester hours must be earned within the major and 5 semester hours in general education. At least 16 semester hours at the upper-division and 5 in general education must be taken at La Verne.

Transfer Policies

If you feel compelled to enroll at another institution with the intent to transfer the units to La Verne at the conclusion of the leave of absence, then you must receive preapproval for the transfer of units from your academic advisor (if the course will count for major/minor credit) and the Registrar. Preapproval forms ("Official Acceptance of Transfer Credit") can be accessed from the Registrar's website: <http://laverne.edu/registrar/>.

Articulation Agreements

The University Registrar has articulation agreements with local community colleges. These articulation agreements facilitate a student's transfer of units to La Verne. These agreements can be accessed here: <http://laverne.edu/registrar/articulation-agreements/index.php>.

Section 6

Returning to La Verne

Let us know

Contact us about your expected return date. Remember that University policy limits your leave of absence to one academic year (two consecutive semesters). If you fail to return at the conclusion of your leave of absence, you will be considered withdrawn, which will require you to reapply for admission.

Contact Financial Aid

Returning in the Spring Semester

If your leave of absence occurs during the fall semester and you plan to return in the spring of the same academic year, you should complete the financial aid application so your financial aid eligibility can be determined for the spring semester. This includes responding to requests for additional information. If you have already been awarded financial aid for the academic year, please contact The Office of Financial Aid so they can revise your financial aid award. You should call The Office of Financial Aid at least six weeks prior to the beginning of the semester to ensure that you've done everything you need to do to receive your funds.

Returning in a Future Academic Year

If you will not be returning to La Verne until a future academic year (fall or spring), plan ahead for your return. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog. You must also continue to satisfy all financial aid general eligibility requirements; for example, you must not default on any student loans while you are on your leave of absence. Contact The Office of Financial Aid at 1-800-649-0160 if you have questions about returning.

Transfer Units to the Registrar

If you enrolled at another institution while you were on a leave of absence, make sure that you have delivered, or made arrangements for delivery of official transcripts from the transferring institution to the University of La Verne. If you intend to hand-deliver official transcripts (in a sealed envelope) then the date of the transcripts should not exceed 10 business days. You are strongly encouraged to check with the Registrar's articulation agreements (available online), including a consultation with the Registrar's Transfer Center and your advisor prior to enrolling in courses that you might consider for transfer. The Registrar will review the transfer course work and determine the applicability of course work for elective or general education credit, or no credit at all. Your major or minor advisor must file a substitution form to the Registrar if a course in transfer is going to earn major or minor credit, respectively.

Meet with your academic advisor

Meet with your academic advisor prior to your return date to discuss course and registration options. Make sure you discuss how any transfer units may have been articulated on your CAPP report and to review outstanding requirements to earn the degree. Your academic advisor will assign you a registration AAC (Advisor Approval Code) that will allow you to register through MyLaVerne.

Register for Courses

You may register for courses in person at the Registrar's Office (in Woody Hall) or via MyLaVerne. You will need the registration AAC that your academic advisor gave you in order to complete your registration.

Pay your Bill

Upon enrolling for classes, you agree to pay your tuition and fees or make payment arrangements immediately upon receipt of a fee bill.

Housing

Contact the Housing Office to inform them of your return date if you plan to reside on-campus. You may need to resubmit necessary forms to reapply for campus housing.

Section 7

Offices to Contact

Academic Advising

Woody Hall
(909) 593-3511, ext. 4245
Fax: (909) 392-2703
kknous@laverne.edu

Financial Aid

Woody Hall
(800) 649-0160
Fax: (909) 392-2751
finaid@laverne.edu

Housing

2150 First Street
(909) 593-3511, ext. 4052
Fax: (909) 392-2729
housing@laverne.edu

International and Study Abroad Services

Campus Center, 1st Floor East Wing
(909) 593-3511, ext. 4331
hoferp@laverne.edu

Library

2040 Third Street
(909) 971-2001
(800) 866-4858
vtripuraneni@laverne.edu

Registrar

Woody Hall
(909) 593-3511, ext. 4012
Fax: (909) 392-2703
reg@laverne.edu

Student Accounts

Woody Hall
(909) 593-3511, ext. 4060
Fax: (909) 392-2796
stuaccts@laverne.edu



Withdrawal/Leave of Absence

FILL OUT THE FORM IN ITS ENTIRETY AND RETURN TO THE OFFICE OF ACADEMIC ADVISING IN WOODY HALL

Student's Name (please print) _____ ID# _____
Campus: _____ Program/Major: _____ Undergraduate Graduate Doctoral
Forwarding Mailing Address _____
Forwarding Phone Number _____ Forwarding Email Address _____

*SECTION 1—LEAVE DETAILS

- Withdrawal** -- I am leaving the University of La Verne and am not planning to return.
 - Leave of Absence**
I am leaving the University of La Verne temporarily
beginning _____ and returning _____
Sem/Term Year Sem/Term Year
- I am requesting the leave of absence or withdrawal for the following reason:**
- Academic Financial Medical Personal Religion Military/Volunteer Service Work
 - Other (please specify) _____

*SECTION 2—CLEARANCES

Registrar's Office: () Not Reg. () Withdraw () Drop Eff. Date: _____ Initials: _____

Student Accounts: Balance details: () \$0 [Zero] () \$ _____ Signature: _____

Financial Aid: Comments: _____ Signature: _____

Academic Advisor or Dean Interview:
Comments: _____ Signature: _____

*SECTION 3--STUDENT CERTIFICATION

I understand that I must not be on Academic Warning, Academic Probation, Academic Disqualification or an academic reinstatement contract in order to be certified as a student on leave or withdrawal in good standing. I further certify that I have read and understand the policies governing leave of absence and withdrawal in the University of La Verne Catalog.

Student Signature (required)

Date

For Office Use Only:

Eff. Date _____ () SFAREGS () SGASTDN () SPACMNT () SGAADVR
Initials _____ () Change of Address () Cohort/LOA/Withdrawal Lists
Original = Academic Advising Yellow = Advisor: _____ Pink = Student



Academic Support and Retention Services

University of La Verne

La Verne, CA 91750

(909) 593-3511, Ext. 4245

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www.laverne.edu