

January 2014

Leave of Absence Policy

Students who must temporarily interrupt their studies because of a qualifying personal reason must complete a Request for Leave of Absence form indicating the length of time requested and date of return to active status.

ELIGIBILITY:

Students must be in academic good standing in the Licensure program. All financial obligations must be current.

Qualifying reasons for the Leave of Absence include the following:

- Serious health condition of student or family member
- Care of dependent child(ren)
- Financial difficulties
- Other extenuating personal circumstance (explanation required)

This policy applies only to CES Licensure courses leading to an initial or additional license. If you are currently enrolled in the Master's Degree program through Fitchburg State University, you must contact them directly regarding their policy and requirements for a leave of absence.

DURATION:

Approved Leaves of Absence shall not exceed one calendar year from the student's requested start date. Any request for extension of the Leave must be submitted prior to the original date of return.

A student may return earlier than the original return date, but must provide notice as soon as possible, keeping in mind applicable deadlines for registrations, payments, etc.

STUDENT STATUS DURING LEAVE:

A student granted a Leave of Absence retains his/her enrolled status, but is considered to be inactive and may not take CES Licensure courses or undertake the practicum during the leave period.

A Leave of Absence does not automatically extend grades of Incomplete. If a student has an Incomplete grade prior to beginning a Leave of Absence, pre-determined deadlines still apply and every attempt should be made to complete the work to have the Incomplete grade converted to a passing grade. If such coursework cannot be completed and the student withdraws from a course as a result of circumstances supporting a leave of Absence, a course Withdrawal Form must be submitted and determination of the grade and course payment will be made based on the Withdrawal Policy.

Students taking a Leave of Absence who are enrolled in the Masters or CAGS program at Fitchburg State University should program at Fitchburg State University should contact the FSU Office of Student and Academic Life at (978) 665-3130 for further information about taking a Leave of Absence from the Master's Degree program.

Tuition payments will be suspended during the Leave period. Once the student returns from the Leave, billing schedules and payment commitments will resume.



**REQUEST FOR LEAVE OF ABSENCE
FROM LICENSURE PROGRAM**

Student Name: _____
Last First Middle Initial

Licensure Program: _____

Date Leave Begins: _____ Date Leave Ends: _____

The Leave of Absence is for the following reason:

- Serious health condition
- Care of family member or child
- Serious financial concern
- Other (please explain

By signing this form, I acknowledge that I have read and understood the CES Leave of Absence policy.

_____ Date
Student Signature

- Request Approved
- Request Denied for the following reason(s): _____

_____ Date
Director of Licensure Programs Signature