

STUDENT LEAVE OF ABSENCE

In case of an extreme emergency, which makes it impossible for a student to attend classes for a short time, the student may petition the instructor for a leave of absence. Petitions are available in the Admission Center, and approval is at the discretion of the instructor. Any absences incurred while on leave are not counted as excessive absence and the student is required to make up all work.

Instructor Responsibility The instructor grants or denies a leave of absence, and in making a decision, consideration should be given to the following:

1. Amount of work already missed due to absence
2. Amount of additional material that will be missed during the impending absence.
3. Student's ability to continue under the circumstances.

Student Responsibility The student is responsible for:

1. Filling out a Petition for Leave of Absence, stating the reasons for requesting leave, the effective dates of leave requested, and the classes that will be missed.
2. Submitting the Petition to each instructor for signature of approval.
3. Returning the completed form with instructor approval to the Admissions Center.

Acceptable Reasons for Leave Each case is handled on an individual basis and it is impossible to list all acceptable reasons. Some acceptable reasons are illness, death in the family, circumstances which would endanger health or safety; some, but not all cases, where financial hardship or employment is involved.