



Registrar Office

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Leave of Absence Policy

Introduction

A Voluntary Leave of Absence indicates that a student has been permitted an exception from the continuous registration requirement of the University. Typically, it is granted for medical reasons or because the student has been activated for military service.

This policy provides students with general information regarding Voluntary Leave of Absence. For more specific information regarding the circumstances and processes for Voluntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to the Vice Chancellor for Student Affairs. Students are responsible for understanding the implications of a Leave of Absence in his financial aid and in his/her progress toward a degree.

Stated below are the guidelines to be used by the University to consider and grant a Voluntary Leave of Absence.

General Policies and Conditions for Leaves of Absence (LOA)

The University requires that the student formally and in writing request a Leave of Absence and provide detailed information that justifies the request. If the LOA is based on medical reasons, the student must document the request with official medical documents from his health provider. If for military reasons, the student must submit the copy of military orders that include the date and place of the deployment elsewhere.

1. At the time the student requests the LOA, he/she must be a bonafide student, meeting all requirements of the Institution to a regular student.
2. The Institution, based on the student's request, will decide if the LOA will be granted. The student will be advised on the impact of this leave on his financial aid and academic goals.
3. During the LOA, the student will not have to pay any institutional charges and he will not be eligible for financial aid.

4. The LOA must not exceed 180 days in a 12 month period.
5. At the time of reinstatement of the student to the Institution, he/she must continue studies from the point in his/her degree he was when he/she left the Institution.
6. If the student has received a federal loan as part of his financial aid during his/her studies, the Institution will explain the implications on the repayment of the loan if he/she should decide not to return to the Institution.
7. If the student does not reenroll at the Institution at the expected time of his return, a total withdrawal will be processed.

We advise students that wish to apply for a Leave of Absence to visit the Office of the Vice Chancellor for Student Affairs or the Dean of his/her school, to receive all pertinent information so that his academic goals can be achieved.