

# Leave of Absence Policy

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## I. PURPOSE

This policy establishes a clear timeline and process for students pausing their education at Goucher for a full semester or for up to two semesters.

## II. SCOPE

This policy applies to all undergraduate and graduate students. This policy additionally applies to Post-baccalaureate Premedical students on a case-by-case basis, with approval from the program director.

## III. POLICY STATEMENT

Undergraduate students at Goucher College may submit a leave of absence and pause their education for up to two semesters to attend to personal needs or to attend non-Goucher partnered study abroad programs with the approval of the Office of Global Education. Leave of absences taken during the three semesters affected by COVID-19 in which Goucher College moved to remote instruction (spring 2020, fall 2020 and spring 2021) will not apply towards the two-semester limit.

Graduate students may pause their education for up to two semesters during their pursuit of a degree. Students enrolled in Goucher's Post-baccalaureate Premedical program are required to take a one-year leave of absence and return at the point when they left.

To qualify for a leave of absence, students must be in good academic and financial standing with the College, and they cannot be dismissed from the College for academic or conduct reasons.

## IV. PROCEDURES

Undergraduate and Graduate students in good academic and financial standing may submit a leave of absence until the **end of the Add/Drop period (day 10 into the semester)**. The leave of absence can be for either one or two semesters, for a maximum of 2 semesters overall.

1. Post-baccalaureate Premedical students in good academic and financial standing may submit a leave of absence until the **end of the Add/Drop period (day 10 into the semester), with the approval of the program director**. The leave of absence will be for one full year, allowing the student to pick up courses from the semester they left.

To submit a leave of absence, students should meet with their academic or success advisor (for undergraduates), and with their program director or success advisor (for graduate students and Post-

baccalaureate Premedical students). Undergraduate students may meet with [personnel in the office of Retention and Student Success](#) to understand possible impact of a leave of absence.

2. If an undergraduate student is taking a leave of absence to study abroad, they must meet with personnel in the Office of Global Education to receive approval for their non-Goucher study abroad program.
3. After a student has met with the personnel in the appropriate office(s), they should complete the Leave of Absence form.

While on leave, students should continue to monitor their Goucher email for important updates and information.

4. Students will receive registration information at the appropriate time in the semester preceding their return and are responsible for all deadlines.

Students do not need to be reinstated to return from a leave of absence but must contact and meet with their program/academic director or success advisor to receive enrollment approval.

5. Additionally, undergraduate students should contact the Office of Residential Life if they plan to return to student housing.

## **V. RESPONSIBILITIES**

Students should familiarize themselves with refund deadlines and financial liability for tuition and fees, and college housing.

Note that a leave of absence may affect the student's academic record, tuition charges and financial aid. See related policies.

## **VI. RELATED POLICIES**

Please visit the following related policies:

[Medical/Compassionate Withdraw Policy](#)

[Refund Policy](#)

[Residential Life Policies](#)

[Return of Federal Title IV Funds Policy](#)

[Satisfactory Academic Progress Policy](#)

[Semester Withdrawal Policy](#)

## **VII. RESPONSIBLE OFFICE**

The designated office for receiving and processing requests for leaves of absence is the [Office of the Registrar](#). For undergraduate students, the designated office for providing resources and overview of the leave of absence process is the [Office of Retention and Student Success](#). For students in the Post-baccalaureate Premedical or graduate programs, their Program Director is their designated resource for the leave of absence process.

## **VIII. HISTORY**

Adopted: April 2024