

LEAVE OF ABSENCE

Leave of Absence

A Leave of Absence (LOA) may be requested when a student seeks to leave the College temporarily for not more than two consecutive terms. The student requests a Leave of Absence by submitting a completed Declaration for Leave of Absence form, signed by the student's sponsor, to the Office of the Registrar. An LOA may be requested during or between terms—please note that effects on the student's academic record and financial aid requirements will vary based on the timing of these options and on the student's cumulative record. The effective date of a leave of absence is determined by the date the completed Declaration for Leave of Absence form is submitted to the Office of the Registrar. The student must complete one full academic year at New College and be in good academic status in order to qualify for a Leave of Absence.

A Leave of Absence may be granted for up to two consecutive terms. An LOA may be requested:

- between semesters
- for the fall term plus January ISP term (if Declaration for Leave of Absence form submitted by the last day of classes of the fall term)
- for January ISP term plus the spring term (if form submitted during ISP term)
- for the spring term (if form submitted by the last day of classes of the spring term)

If the student's sponsor will not sign the form, the student may appeal to the Dean of Studies, who will consult with the sponsor and reach a decision. If requested and granted for a term that has already begun, that term counts as one term of leave.

Financial Aid Implications of a Leave of Absence

Students taking an LOA who receive any type of financial aid—including scholarship funding—should meet with New College financial aid staff to discuss:

1. The effects of any Leave of Absence on requirements for loan counseling (if applicable);
2. The effect of incomplete, withdrawn, or unsatisfactory work on aid eligibility;
3. The requirements to continue eligibility for financial aid on return; and
4. The requirements for return of aid funds based on the student's last date of class attendance if the student is taking an LOA for a term already begun.

Academic Implications of a Leave of Absence

- **An LOA granted for a term already begun, requested by the Last Day for 100% Tuition Refund in the Academic Calendar**—If the student is enrolled in courses/tutorials, the student will be withdrawn from the contract and from that contract's courses/tutorials. Any ISP that may be attached to that term's registration will be dropped.
- **An LOA granted for a term already begun, requested after the Last Day for 100% Tuition Refund in the Academic Calendar**—If the student is enrolled in courses/tutorials, the contract and all courses and tutorials from that term will be designated as Withdrawn (with the exception of any modular course or tutorial from Module I, if Module I is already past). If an LOA is granted in the fall term, before the independent study period, any attached ISP will be dropped. If granted during an ISP, the ISP will be designated as Withdrawn.

- **Completion of ISP/course/tutorial work registered for the semester prior to the term of LOA**—The student may not undertake new academic work while on leave, but may complete outstanding Independent Study Project work or semester work registered for the semester prior to the LOA term, if permitted by the student's faculty and contract sponsor. The same applies to modular course or tutorial work from Module I of the LOA term, if Module I of that term is already past at the time the leave is requested. *Deadlines: Course and tutorial undertakings that are still incomplete after one calendar year from the first day of the term for which the contract was written will automatically become Unsatisfactory. This applies to modular and full-term courses for that term. A January ISP that has not been evaluated as Satisfactory in the Student Evaluation System by 5:00 pm on the Wednesday of the eighteenth week after the beginning of the subsequent spring term will be designated as Unsatisfactory.*

While on leave the student does not pay tuition and fees and is not entitled to use New College facilities. Students on a Leave of Absence are not eligible to participate in student employment effective on the date of the LOA and for the duration of the leave.

A student who is on a Leave of Absence and decides not to return to New College of Florida should contact the Office of the Registrar for a standard withdrawal. The student's return from an LOA is not subject to review by the Student Academic Status Committee unless one of the following applies:

- the student fails to return on time from the Leave of Absence; or
- the student's record triggers review for dismissal (two unsatisfactory contracts, one unsatisfactory contract and two unsatisfactory ISPs, or one unsatisfactory contract after readmission).

Ordinarily, the student will be placed on academic probation upon return; however, the student's cumulative record may require that the student's readiness to return be reviewed by the Student Academic Status Committee (SASC) due to meeting academic dismissal factors. With approval from the faculty advisor, the student may petition the Office of the Provost to waive these effects of a contract or ISP designated Unsatisfactory due to LOA.

Prior to return, the student must clear any standing issue regarding registration (e.g., an account balance, conduct review or sanction(s), etc.), and should consult with financial aid staff regarding eligibility requirements for aid.

Students who decide to enroll rather than take an approved leave of absence should inform the Office of the Registrar before the first day of the term, and then register in the usual way.

Emergency Leave of Absence

An Emergency Leave of Absence (ELOA) may be granted for up to two consecutive terms, for purposes of attending to a student's personal health emergency. An ELOA may be requested:

- between semesters
- for the fall term plus January ISP—by the fall contract renegotiation deadline
- for ISP plus the spring term—during ISP
- for the spring term—by the spring contract renegotiation deadline

The student's academic record and financial aid requirements will vary based on the timing of the ELOA and on the student's cumulative record.

ELOA does not absolve a student from financial responsibilities and does not supplant financial aid deadlines (see below).

The application and documentation for an ELOA are subject to review and approval by the Vice President for Student Affairs, the Dean of Students, or designee. Once a student receives ELOA paperwork from the Vice President for Student Affairs, Dean of Students, or designee, they have 48 hours to sign the form and take the leave. If living on campus, the student must leave housing within one week.

Financial Aid Implications of an Emergency Leave of Absence

Students taking an ELOA who receive any type of financial aid—including scholarship funding—should meet with New College financial aid staff to discuss:

1. The effects of any Emergency Leave of Absence on requirements for loan counseling (if applicable);
2. The effect of incomplete, withdrawn, or unsatisfactory work on aid eligibility;
3. The requirements to continue eligibility for financial aid on return; and
4. The requirements for return of aid funds based on the student's last date of class attendance if the student is taking ELOA for a term already begun.

Academic Implications of Emergency Leave of Absence

- **An ELOA granted for a term already begun, requested by the Last Day for 100% Tuition Refund in the Academic Calendar**—If the student is enrolled in courses/tutorials, the student will be withdrawn from the contract and from that contract's courses/tutorials. Any ISP that may be attached to that term's registration will be dropped.
- **An ELOA granted for a term already begun, requested after the Last Day for 100% Tuition Refund in the Academic Calendar**—If the student is enrolled in courses/tutorials, the contract and all courses and tutorials from that term will be designated as Emergency Leave of Absence in the Student Evaluation System (SES) and count as unsatisfactory for financial aid purposes. If the emergency occurs after Module 1 is complete, a student may earn credit for a satisfactory Module 1 course or tutorial (if the Module 1 unit was already on the student's contract). If an ELOA is granted in the fall term, before the independent study period, any attached ISP will be dropped. If granted during an ISP, the ISP will be designated as Emergency Leave of Absence.
- **Completion of ISP/course/tutorial work registered for the semester prior to the term of the ELOA**—The student may not undertake new academic work while on leave, but may complete outstanding Independent Study Project work or semester work registered for the semester prior to the ELOA term, if permitted by the student's faculty and contract sponsor. The same applies to modular course or tutorial work from Module I of the ELOA term, if Module I of that term is already past at the time the leave is requested. *Deadlines: Course and tutorial undertakings that are still incomplete after one calendar year from the first day of the term for which the contract was written will automatically become Unsatisfactory. This applies to modular and full-term courses for that semester. A January ISP that has not been evaluated as Satisfactory in the Student Evaluation System by 5:00 pm on the Wednesday of the eighteenth week after the beginning of the subsequent spring term will be designated as Unsatisfactory.*

While on leave the student does not pay tuition and fees and is not entitled to use New College facilities. Students on a leave of absence are

not eligible to participate in student employment effective on the date of the LOA and for the duration of the leave.

A student who is on an ELOA and decides not to return to New College of Florida should contact the Office of the Registrar for a standard withdrawal. Failure to contact the Registrar will result in an Administrative Withdrawal for the semester after the ELOA is taken and the student will be unable to return for that semester.

The application to return from an ELOA, the supporting documentation needed for this, and the time required to review these materials, are subject to approval by the Director of Counseling.

The student's return from an ELOA is additionally subject to review by the Director of Counseling and the Student Academic Status Committee if either of the following applies:

- the student fails to return on time from the ELOA; or
- the student's record requires review due to meeting dismissal factors (two unsatisfactory contracts, one unsatisfactory contract and two unsatisfactory ISPs, or one unsatisfactory contract after readmission)

Prior to return, the student must clear any standing issue regarding registration (e.g., an account balance, conduct review or sanction(s), etc.), and should consult with financial aid staff regarding eligibility requirements for aid.

Application Procedure for an Emergency Leave

A student considering an emergency leave of absence (ELOA) should follow the procedure listed below:

1. The student contacts the Director of Counseling and Wellness in writing, in person, or by telephone to request an emergency leave.
2. The Director of Counseling and Wellness, after consulting with the appropriate staff and counseling or medical professionals, determines if an emergency leave is warranted and falls within the ELOA deadline.
3. The Director of Counseling and Wellness may set conditions for return to the College (continued therapy, hospitalization, etc.).
4. A letter confirming the leave is sent to the student with copies to the Provost, the Registrar, the student's contract sponsor, the Dean of Studies, the Dean of Students, the Director of Financial Aid, and the Director of Housing.

Returning to New College After an Emergency Leave

To return to New College following an emergency leave of absence, a student should take the following steps and understand the following conditions:

1. The student must contact the Director of Counseling and Wellness to request clearance for readmission. If the Director sets conditions for return to the College, the student must provide the Director evidence that these conditions have been met, including documentation from a licensed professional that states that the student is capable of resuming academic activities.
2. A student who does not return to New College in the term following the emergency leave is considered withdrawn from the College and must apply for readmission through the Student Academic Status Committee (SASC), observing deadlines as outlined in the catalog. The student must still receive clearance from the Director of Counseling and Wellness.

Withdrawal

Students who withdraw are subject to the College's policy on the refund of tuition and fees. Students whose registration has been canceled due to failure to submit a contract missing immunizations or a lack of health insurance will be administratively withdrawn from the College if they have not cleared their accounts or complied with these requirements by the end of the fourth week of classes. Students who have paid tuition for an ISP are eligible for refund if they withdraw by the last day of the semester before the ISP period.

If you officially withdraw during the semester, the last date of attendance will be whichever of the following is earliest:

- the earliest date recorded on your Withdrawal Request form received by the Office of the Registrar
- the date that you provided notification to the Office of the Registrar of your intent to withdraw
- the last date of academically related activity that we document (if we determine that you stopped attending classes and tutorials prior to any of the dates above)

Financial aid and scholarship recipients, please note: If you withdraw, you may be responsible for repaying all or part of your financial aid and/or scholarships. You may be liable for repaying a greater portion of your aid if you stop attending classes and tutorials whether or not you officially withdraw afterward. In addition, if you hold a federal direct student loan, the start date of your repayment grace period may be backdated to the time you stop attending classes and tutorials, and you will be required to complete student loan exit counseling at www.studentloans.gov (<http://www.studentloans.gov>).

For more detail on the process of withdrawal, see **Withdrawal and Tuition Refunds**. For more information on the effects of withdrawal on financial aid and scholarships, see **Withdrawal and Financial Aid/Return of Title IV Funds and Withdrawal, Scholarships, and Financial Aid**.

Students considering withdrawal should be aware of the following conditions:

1. A student who has withdrawn may not live on campus, nor may they use College facilities or services, with the exception of the Library. They also may not support or participate in the social events on campus.
2. Students who withdraw are subject to the College's refund policy for tuition and housing.
3. Students who withdraw or who stop attending classes and tutorials at any point in the semester and who receive Federal Title IV funds, may have to repay a portion of those funds. See the section of the New College Catalog entitled "Withdrawal and Financial Aid/Return of Title IV Funds." In addition, students may be required to repay scholarship funds.
4. A student who withdraws or who stops attending classes and tutorials at any point in the semester and who received Bright Futures funds is required to repay the Bright Futures funds for that term in full.
5. A student who withdraws or who stops attending classes and tutorials at any point in the semester and who received institutional funds may be required to repay all or a portion of those funds.
6. A student who withdraws or who stops attending classes and tutorials at any point in the semester and who holds federal direct

student loans is required to complete student loan exit counseling at www.studentloans.gov (<http://www.studentloans.gov>).

7. A student who wishes to return to New College after withdrawal should apply to the Student Academic Status Committee (SASC) for readmission.
8. If the student withdraws after filing the semester contract, the semester contract may receive a designation of Withdrawn, contingent upon if they attended any classes.
9. If the student withdraws during the January Interterm and was registered for an ISP, the ISP will receive a designation of Withdrawn.

Checklist for Departure from Campus

- Notify parents of intentions
- Talk with faculty advisor about plans
- Meet with a Financial Aid counselor (to discuss student loan exit counseling requirements, if applicable; whether return of Title IV or scholarship or other aid may be required; and potential future eligibility for aid)
- Check with the Finance Office about account
- Schedule and complete **mandatory** exit interview with the Office of the Registrar (records@ncf.edu or 941-487-4230)
- Leave forwarding address with the Office of the Registrar, for update in NewCLEIS
- Make an appointment with the Office of Residential Life and Food Service (941-487-4259) to check out of room and return room key (to avoid charge for keys not returned)
- Notify campus employer, if you have been working on campus
- Notify the Director of Off-Campus Studies if application to study off-campus is pending
- Return books to the library
- Inform professors of plans (the Office of the Registrar does this officially, but students who are withdrawing or taking a leave of absence should do it as a courtesy)

Unofficial Withdrawal

Students who receive financial aid must attend all educational activities (courses, labs, tutorials, internships, independent study projects, and independent reading projects) and participate in academically-related activities for Title IV federal financial aid (Pell Grant, SEOG, loans) purposes, as well as Bright Futures and other State of Florida funds, and New College scholarships and grants. Students may not self-certify attendance.

Academically-related activities include but are not limited to:

- Physically attending a class where there is opportunity for direct interaction between the instructor and the students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the College;
- Participating in online discussion about academic matters;
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically-related activities do not include:

- Living in institutional housing;
- Participating in the school's meal plan;
- Logging into an online class without active participation;
- Participating in general academic counseling or advisement.

A student who receives a designation of Unsatisfactory for all educational activities in a semester must be reviewed by the Office of the Registrar within 30 days of the last class of the semester. If it is determined that the student stopped participating in all academically-related activities without officially withdrawing or taking a leave of absence from New College, the student will be considered to have unofficially withdrawn.

A student who has stopped participating in academically-related activities prior to the 60% point of the semester will be subject to return a portion of their federal financial aid and New College scholarship funds. This applies even if the student later submits a completed withdrawal form. If a student receiving Bright Futures or other State of Florida funds is determined to have unofficially withdrawn from New College at any point during a semester or Independent Study Project (ISP) Interterm, New College must return 100% of the funds for that period to the State of Florida and the student will be required to repay that amount to the College.

A student who is no longer participating in academically-related activities is encouraged to follow College procedure and officially withdraw or take a leave of absence to avoid being unofficially withdrawn and subject to the financial penalties described above. Withdrawal and leave of absence forms are available in the Office of the Registrar. Questions about this policy should be directed to the New College of Florida Office of the Registrar.

Student Called to Active Military Duty Policy

A student called to involuntary active military service is entitled to withdraw from their courses as of the effective date of their orders with a full refund of tuition and fees paid. Payments received for future semesters are also refunded. Involuntary active military duty includes a call to active military duty, training for active duty, or full-time National Guard duty or Reserve activation. A student who is the spouse or dependent of a person called to active military service is entitled to the same consideration.

To receive a refund and initiate the withdrawal process, eligible students should complete a Withdrawal Form requesting a "Withdrawal for Military Service" along with a copy of the affected military person's active duty orders or official letter of notice and submit them to the Office of the Registrar. A withdrawn student's academic record will reflect that the withdrawal is due to active military service.

Students may alternatively choose to remain enrolled in some or all of their courses. In this case, the student may elect one of the following options:

Option 1: Request an Incomplete for some or all courses

Students may request a grade of incomplete in some, or all courses, and take a leave of absence from New College of Florida as of the effective date of the orders to report to active duty. The conditions for completing coursework must be agreed upon in writing by the student and the instructor of the course(s) in which the student is enrolled.

Option 2: Remain enrolled in classes for the current term

Upon agreement with instructors, students may make individual arrangements to complete courses early and prior to reporting for active duty. In these cases, courses are assigned the earned final designation by each instructor at the end of the term.

These options may not be equally viable for all classes, depending on the timing, how much work remains to be completed, whether a final exam constitutes a major portion of the grade, and so on. For these reasons, students are encouraged to consult with their instructors and faculty advisor.

Students do not have the option to withdraw from modular courses that have already been completed, nor can they withdraw from a course for which all work has already been completed/submitted.

Students released from active duty are eligible to return without a time limit imposed and should apply for readmission through the Student Academic Status Committee (SASC).