

LEAVE OF ABSENCE

A Leave of Absence may be requested when a student seeks to leave the College temporarily, for not more than two consecutive semesters. An LOA may be requested only between semesters. The effective date of a leave of absence is determined when the student submits a completed “Declaration for Leave of Absence” form to the Office of the Registrar.

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

Eligibility

- The student must complete one full academic year at New College and be in good academic standing in order to qualify for a Leave of Absence.
- The student should have no holds their account and be in good financial standing with the College
- The deadline to apply for an LOA will be December 1 for the Spring Semester (ISP is part of the Spring Semester), and May 1 for the Fall Semester.

The student may request a Leave of Absence by submitting a “Declaration for Leave of Absence” form to the Office of the Registrar, which is signed by the student’s faculty advisor. If the 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.

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 The effect of incomplete, withdrawn, or unsatisfactory work on aid eligibility;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

Academic Implications of a Leave of Absence

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. *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 withdraw 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 impact 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 the Dean of Students.

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 Withdrawn with the exception of any modular course or tutorial from Module I, if Module I is already past). 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 Dean of Students in consultation with the Dean of Studies, and the Director of Counseling, if there are medical documentation involved. The deadline for submitting readmission paperwork is 3 weeks prior to the beginning of the semester. Please note: a contract or ISP designated UNSAT or Withdrawn through ELOA will not affect the student's academic status.

The student's return from an ELOA is subject to review by both the Dean of Students 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, excluding the contract or ISP designated unsatisfactory due to ELOA, 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.

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)