

LEAVE OF ABSENCE

A Leave of Absence (LOA) may be granted to Johns Hopkins Carey Business School students in good academic standing (see **Academic Progress and/or Satisfactory Academic Progress** sections in this handbook for further details) in appropriate circumstances following review of the student's application from the LOA Committee. Students may apply for up to one calendar year and a minimum of one semester of leave when medical conditions, compulsory military service, financial difficulty, or, personal or family hardships prevent them from continuing their graduate studies. To be approved for a LOA, students must complete the Application for Student Leave of Absence (<https://carey.jhu.edu/uploads/documents/LOA.pdf>) and provide proper documentation. International students must submit the application prior to leaving the country to avoid any issues with their visa status.

Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. During the leave period, a student may not pursue any study at the University. Neither coursework completed at another institution of higher education, nor coursework completed at any division of Johns Hopkins, while on LOA may be used toward completion of the student's academic program requirements. The period of time that a student is on an approved LOA is not counted toward the time of completion of the requirements of his or her academic program of study. When on an approved LOA the student is not enrolled or registered for the period of leave and therefore is not permitted to use University services or facilities.

All students who are absent for more than one calendar year and who did not obtain an approved LOA will be required to apply for readmission through the Office of Admissions before being considered for re-enrollment. The duration of an unapproved absence is applied toward the maximum time students have to complete their degree requirements.

The Johns Hopkins Carey Business School also reserves the right to place a student on an Involuntary LOA in certain circumstances. Please see **Involuntary Leave of Absence and Condition of Enrollment Policy** in the *University and Carey Business School Policy* section of this handbook.

1. Process for Requesting a Leave of Absence

To apply for a Leave of Absence (LOA), students must complete the Application for Student Leave of Absence (<https://carey.jhu.edu/uploads/documents/LOA.pdf>).

International students must ensure that they have discussed their plans with the Office of International Services and have obtained appropriate approval.

Upon completion of all steps, the form must be submitted to the student's Academic Advisor. Proper documentation addressing one of the permitted reasons a student would qualify for a LOA must accompany the application, as indicated below:

- Medical Condition: a letter from a medical provider
- Military Service: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter
- Financial Difficulty: a personal letter

The student's Academic Advisor will then submit the application to the LOA Committee for review and decision. Students will be notified of a final decision by the Registrar's Office. It is highly recommended that students enrolled in the University's student health benefits plan contact the Student Services Office as early as possible to obtain information on how the LOA will affect their enrollment plan.

The LOA Committee includes the Director of Academic Advising, the Registrar, the Executive Director of Student Services, and the Director of Programs (or designees).

2. Process for Returning from a Leave of Absence

When returning from a Leave of Absence, the student must complete and submit to their Academic Advisor the Application for Student Leave of Absence (<https://carey.jhu.edu/uploads/documents/LOA.pdf>) before being permitted to enroll or register for classes. The form must be accompanied by documentation (from one of the sources below) that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return.

- Medical Condition: a letter from a medical provider
- Military Service: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter
- Financial Difficulty: a personal letter

In addition, students applying to return to study should refer to the following timeline:

Semester of Return	Earliest Submission	Latest Submission
Fall 1 or 2	March 15	August 1
Intersession	October 15	December 1
Spring 1 or 2	October 15	January 1
Summer	March 15	May 1

The student's Academic Advisor will then submit the application to the LOA Committee for review and decision. Students will be notified of a final decision by the Registrar's Office.

If the student does not return to the academic program immediately after the approved leave, and the student does not promptly obtain an extension of his or her LOA and is not placed on an Involuntary LOA, his or her student record is made inactive. In order to return to academic work at a later time, the student must formally reapply for admission through the Office of Admissions.

3. Leave of Absence Refund Policy

- If a LOA is approved before the start of a semester, a full refund is provided to the student's account.
- If a LOA is approved after the first day of classes, the standard Refund Policy will apply to all courses dropped in the specified term (please see Refund Policy in Appendix D Schedules and Charts).
- No other fees are eligible for refund.
- To request an exception to the refund schedule, students must submit a General Petition Form to the Registrar's Office. This form is available online at carey.jhu.edu/uploads/documents/PETFORM2017.pdf (<http://carey.jhu.edu/uploads/documents/PETFORM2017.pdf>).
- Petitions must be accompanied by documentation of the circumstances leading to the request. Students who experience severe medical conditions, compulsory military service, or personal or family hardships will be considered for 100% tuition refund. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who take a leave of absence prior to completing 60% of a payment period or term. Please review the policy regarding federal aid (Title IV Funds) here: carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds (<http://carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds/>). Requests will be reviewed

on a case-by-case basis, and refund amounts (if awarded) will be decided by the Registrar and the Financial Aid Office.

4. Appeal

The student may appeal the reinstatement decision in writing to the Vice Dean for Education within five (5) business days of the date of the notice of the decision. The student may not remain on campus during this time. The appeal may be filed on the sole grounds of:

- New information is available
 - Incorrect facts were used to determine the decision
 - Procedural impropriety
- The student should provide documentation to support his or her appeal.