

# LEAVE OF ABSENCE

## Leave of Absence

A Leave of Absence (LOA) may be granted to Johns Hopkins Carey Business School students 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://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout\\_id=18](https://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout_id=18)) 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 their 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* below.

### 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://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout\\_id=18](https://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout_id=18)).

International students must ensure that they have discussed their plans with the Office of International Services (<https://ois.jhu.edu/>) and have obtained appropriate approval.

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

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.

### 2. Process for Returning from a Leave of Absence

When returning from a Leave of Absence, the student must complete the Reinstatement Application for Student Leave of Absence ([https://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout\\_id=19](https://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout_id=19)) 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 them 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

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 ends, and they do not apply for an LOA extension, their student record is made inactive. LOA extensions will be reviewed and approved on a case-by-case basis.

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 (<https://carey.jhu.edu/sites/default/files/2021-04/general-petition-form.pdf>) to the Registrar's Office.
- 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 (<http://carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds/>) regarding federal aid (Title IV Funds).

### 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 their appeal.

## Involuntary Leave of Absence and Condition of Enrollment Policy

There are two types of Involuntary Leaves of Absence:

- Interruption to an Academic Program Plan
- Concerning Student Behavior and/or Communications

### Interruption to an Academic Program Plan

Full-time MS students who drop or fail a course only offered in a particular term annually may experience an interruption in their academic program plan, if that course is a prerequisite to future courses. Students who drop or fail required prerequisite courses may be placed on an Involuntary Leave of Absence until the prerequisite course is offered the following year. Graduation date will be affected. International students will need to contact the Office of International Services to determine visa and travel consequences on leave.

### Concerning Student Behavior and/or Communications

The University is committed to fostering a learning environment that supports students throughout their time at the University and at the Carey Business School. This policy is not intended to be disciplinary in nature, and is designed to allow the University to respond to certain student behavior and/or communications of concern.

Occasionally, students may experience a disruption in their academic journey due to physical, mental or emotional health difficulties that may necessitate a Leave of Absence. If a student declines to take a Leave of Absence voluntarily, the Involuntary LOA Committee may nevertheless convene and determine if a mandatory Involuntary LOA should be invoked.

The Involuntary LOA Committee has the authority to place a student on an Involuntary Leave of Absence based on behavior and/or communication that the Involuntary LOA Committee reasonably believes:

- May harm or threatens harm to the health or safety of the student or others;
- May cause or threatens to cause significant damage to the property or resources of the University;
- Evidences chronic and/or serious drug or alcohol abuse; and or
- Disrupts the functioning of the University community.

If a student with a disability known to the University exhibits the above behavior or communication, before placing the student on a mandatory leave of absence, the University will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue their academic journey at Carey without taking a LOA.

The Executive Director of the Student Affairs Office (or designee) will call upon the Involuntary LOA Committee to review the request. The Involuntary LOA Committee will include, as needed, the Sr. Director for Academics, the Registrar, and/or other Johns Hopkins representatives such as a Johns Hopkins Student Assistance Program (JHSAP)

representative (or designees), and be chaired by the Executive Director of Student Affairs (or designee). The Involuntary LOA Committee could consult with the Office of General Council (OGC) as needed.

### 1. Involuntary Leave of Absence Procedure

When the Involuntary LOA Committee becomes aware, by whatever means, of the potential need for action, the following procedures may be initiated:

- a. The Involuntary LOA Committee will contact the student and describe the issues of concern. If this discussion alleviates concerns appropriately, no further action is needed. Alternatively, procedures outlined below may also be initiated.
- b. The Involuntary LOA Committee may mandate a mental health or physical evaluation of the student. After consulting with others charged with oversight of the student's academic program and the Director of the Student Assistance Program, the Involuntary LOA Committee may take one of the following actions:
  - Permit the student to remain at the University, and specify the conditions under which the student is allowed to remain at the University.
  - If a Leave of Absence is indicated, and the student is in agreement and willing to take a Leave of Absence, the Involuntary LOA Committee will provide the student with written notification outlining the steps required for re-entry into the academic program and also noting other pertinent information regarding the student's status while on leave.
  - If a Leave of Absence is indicated and the student is not willing to take a Leave of Absence, the student may be placed on an Involuntary Leave of Absence.
- c. In urgent situations, the Involuntary LOA Committee may initiate an Involuntary Leave of Absence immediately.

### 2. Process for Returning from an Involuntary Leave of Absence

A student seeking reinstatement after an Involuntary Leave of Absence, due to concerning Student Behavior and/or communications, will undergo a "fitness for return" evaluation by the Johns Hopkins Student Assistance Program (JHSAP) and/or the appropriate health service (University or Occupational Health Services). The Involuntary LOA Committee will review all relevant documents and recommendations to determine the student's readiness for reinstatement. The Involuntary LOA Committee may impose conditions under which the student will be allowed to return to and remain at the University (as described in Section 1B). The Involuntary LOA Committee will provide written notice to the student of such conditions and will notify the student as to the decision regarding reinstatement. If a student is cleared for reinstatement, the student's Academic Advisor will work with the student to ensure a smooth return.

A student seeking reinstatement after an Involuntary Leave of Absence due to Academic Program interruption, will follow the same procedures to **Return from a Leave of Absence** as outlined above.

### 3. **Appealing Denial of Reinstatement**

In the event that a student's request for reinstatement is denied on grounds of health or safety, 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 their appeal.

### 4. **Confidentiality**

All records related to student leaves of absence and conditions placed on continuing enrollment will be maintained in accordance with applicable law and policy.