



## Colorado College Leave of Absence Policies & Procedures

The following document pertains to students taking a Leave of Absence (LOA) (otherwise known as “Withdrawal with an Intent to Return”) at Colorado College. LOAs are defined as a student taking 2 or more blocks off within a semester, moving the student to part-time status at the institution. LOAs can be renewed a second time, for a total of up to one year away from the College.

### Leave of Absence Process

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LOAs are taken for a variety of reasons and can be student-initiated or institution-initiated.

#### *Student-Initiated Leave of Absence*

Student-Initiated LOAs are initiated by a student whenever they need to take time away from the college that lasts two or more blocks during a single semester.

The process for taking a Student-Initiated Leave of Absence is as follows:

1. The student completes an [LOA Request](#) on [the Advising Hub website](#). As part of the request, students should be prepared to submit a plan for a student’s time away at the College.
2. The LOA Request is then reviewed by the student’s Hub advisor, who then schedules an exit interview with the student. At this interview, the Hub advisor and student discuss the time away and adjust the student’s plan (if necessary), including noting when the student is required to contact the Hub advisor to start the re-entry process.
3. Once the Hub advisor and the student agree to the terms of the plan, the Hub advisor issues a letter to the student and all campus stakeholders that includes the duration of the leave.
4. At a time designated in the student’s time away plan, the student contacts their Hub advisor to begin the re-entry process. Once approved, the Hub advisor will notify all relevant departments and help guide the student through the process. PLEASE NOTE: Students must maintain contact with their Hub advisor and be issued a re-entry letter to return to campus following their leave.

#### *Institution-Initiated Leave of Absence*

Institution-Initiated LOAs are initiated by a College Official, usually because of a significant challenge facing the student that requires them to take time away from campus. Institution-initiated LOAs are also initiated if a student is suspended.

The process for an Institution-Initiated Leave of Absence is as follows:

1. A College Official completes an LOA petition, notifying both the student and the Hub advisor.
2. The student's Hub advisor then schedules an exit interview with the student to discuss the time away. At this interview, the Hub advisor and student discuss the time away plan, including any required stipulations necessary for the student to complete prior to re-entry, particularly noting when the student is required to contact the Hub advisor to start the re-entry process.
3. Once the Hub advisor determines that the student understands the terms of the plan, the Hub advisor issues a letter to the student and all campus stakeholders that includes the duration of the leave.
4. At a time designated in the student's time away plan, the student contacts their Hub advisor to begin the re-entry process. If approved, the Hub advisor will notify all relevant departments and help guide the student through the process. PLEASE NOTE: Students must maintain contact with their Hub advisor and be issued a re-entry letter to return to campus following their leave.

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## **Relevant Leave of Absence Policies**

### **Leave of Absence Policy**

CC Policy on Part-Time Enrollment or Withdrawal with an Intent to Return (*for students who do not maintain full-time enrollment*):

Any student who is taking more than one block off in a given semester must obtain permission from the Advising Hub to pursue their studies on a part-time basis. During these blocks off, students will be placed in a status of Withdrawal with an Intent to Return (otherwise known as "Leave of Absence"). During this time, students will not be actively enrolled and will not have the privileges afforded to enrolled students, including, but not limited to, access to facilities, residence halls, or the meal plan unless they have written authorization from the Hub. The student's Gold Card will be deactivated. Part-time students will be billed the per-block charge equivalent to one-third of a semester for each block enrolled.

### **Tuition & Fees Policy**

All matriculated students are expected to be enrolled full-time and making

normal progress toward their degree. Normal progress toward their degree is defined as earning at least 3 units/semester and 6 units/academic year (Fall and Spring semesters). Failure to make normal progress may result in academic suspension or jeopardize financial aid.

Students who enroll in three or more blocks during a semester are considered full-time students and charged full tuition. There is no refund for taking one block off during a semester.

A student who must interrupt or reduce enrollment (for fewer than 4 blocks in a semester) due to illness or other extenuating circumstances must seek approval from the Student Opportunities and Advising Hub.

### **Tuition is calculated differently for special students and pre-approved part-time students**

For special or part-time students taking 2 or fewer units, tuition for individual units are charged 1/3 of the semester tuition rate per block. Students will be responsible for paying for their adjunct and/or extended format courses. Adjunct courses (.25 units of credit) are charged at 1/12 of the semester tuition rate and Extended format courses (.5 units of credit) are charged at 1/6 of the semester tuition rate. Audited courses cost the full tuition amount.

Tuition and Meal Plan Refunds will be determined by the submission of the Leave of Absence form. The Student Accounts office will refund these fees.

### **Refund Policy**

A student who withdraws after two blocks of a semester have passed, or who receives an emergency leave of absence at any time during the semester, may qualify for a refund of tuition and fees based on the per block rate. Typically, after one block, 2/3 of the full semester charge is refundable; after two blocks, 1/3 is refundable. If a student is registered for three or four blocks in a semester, they are responsible for the full tuition cost. Refunds will be determined on a case-by-case basis. For questions on tuition cost, **contact Student Accounts.**

Meal plan charges for students living on campus are pro-rated based on the blocks attended, but meal plan usage at the time of departure may reduce that refund. The meal plan administrative fee is not refundable. For questions on meal plan charges and your current balance, **contact Student Accounts.**

Room charges are not refundable. For questions on room charges, **contact Housing.**

**Students who are suspended from Colorado College or take one block off are not entitled to tuition, housing, or meal plan refunds.**

A request to petition for a refund should be made to the Student Accounts Policy Committee. **All appeals must be submitted in writing to [CampusAppeals@coloradocollege.edu](mailto:CampusAppeals@coloradocollege.edu). The committee's decision is final.**

### **Return of Title IV Funds Policy**

For those students who receive financial aid while at Colorado College, the Return of Title IV Funds policy is outlined on the website linked above.

It is highly recommended that any student contemplating dropping a class for which they registered contact the CC Financial Aid office to setup an appointment to discuss altering their scheduled enrollment and what impact that may have on their financial aid funding.

### **Satisfactory Academic Progress Policy**

Taking a leave of absence from the college may shift your final graduation date, as well as impact your eligibility to receive financial aid from the college.

### **Enrollment in Non-CC Institutions Policy**

Students cannot be enrolled at another institution while on leave unless acquiring prior approval from the Associate Vice President for Student Success.

### **Student Employment**

Students cannot hold campus jobs during their leave of absence.

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## **Student Rights and Responsibilities**

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### **Accessibility**

Students have the right to request accommodations regarding the accessibility of the Leave of Absence form and request any aid they may need to complete it.

### **Campus Mail**

Students are responsible for updating their mailing address and any forwarding information to receive mail and packages while on leave. These changes can be made via the Mail Forwarding Request via the CC Mail Services website.

### **Financial Aid**

Taking a leave of absence may have federal eligibility consequences for students receiving federal financial aid. Financial aid will be prorated if students are enrolled less than full-time during a semester. Students have the responsibility to check with the Financial Aid office regarding how aid may be affected by taking a leave of absence.

### **International Students**

International Students have the responsibility to check with the International Students & Scholar Services (ISSS) office in Global Education regarding how their immigration status may be affected by taking a leave of absence.

### **On-Campus Housing**

On-campus students are responsible for completing room check-out procedures as stated in the Housing Policies and Procedures in the Pathfinder. If block 8 is taken off, the College cannot store any remaining items, and the student's room must be cleared of all personal belongings.

### **Student-Athletes**

Student-Athletes have the responsibility to check with Athletics regarding how their ability to compete as a varsity athlete may be affected by taking a leave of absence.

### **Tuition & Refunds**

Students have the responsibility to check with the Student Accounts office regarding how their tuition may be affected by taking a leave of absence. In most circumstances, there are no refunds for housing for students taking a leave of absence.

### **VA Benefits**

Students receiving VA benefits have the responsibility to check with the School Certifying Official regarding how their benefits may be affected by taking a leave of absence.

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## **Implications and Impacts**

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### **Academic Standing**

A leave of absence pauses a student's academic status, whether good standing, academic warning, or probation. After returning, a student's status remains.

### **Access to Campus and Participation in Campus Life During Leaves**

Students cannot remain on campus while on leave or participate in College events without written authorization from the Office of Student Life. They will not be actively enrolled in classes and will not have access to facilities, residence halls, the meal plan, and their Gold Card will be deactivated.

### **Eight-Block Maximum**

If a student accumulates a total of eight blocks without being enrolled in a class, they may be withdrawn from the College. The eight-block maximum

includes the accumulation of individual blocks not enrolled in a course (i.e. block off), and time while in the status of “withdrawn with an intent to return” (leave of absence).

**Part-time Status**

Students taking a leave of absence will become a part-time student at Colorado College.

**Stipulations for Return from Institution-Initiated Leaves**

Returns from institution-initiated leaves of absence are not automatic but have stipulations that must be completed and approved in writing by a student’s Hub advisor before return.