



**UNIVERSIDAD CATÓLICA NORDESTANA
UCNE**

LEAVE OF ABSENCE POLICY

The University may grant to students who receive federal Title IV funds, a license or a permission by request of this student or for any special reason, legitimately justifying that it needs to interrupt their studies, for a period of time not greater than 90 days for each calendar year, which will be approved by the Dean of the Faculty or the Director of the corresponding School, who in turn will decide the time by which he will approve the permission granted to the student.

This option, in addition, can be divided according to each circumstance and need of the student.

REGULATION

A *Leave of absence permission* is a temporary interruption in the curriculum, during which the student stop attending for a specific period of time no longer than 180 days in a calendar year and then resume their studies.

This interruption or leave of absence granted to a student, must comply with certain conditions established by the United States Department of Education, so that it does not become an unofficial withdrawal, subject to the reimbursement calculation, these conditions comply with established at 34CFR 668.22 (d).

APPLICATION PROCESS.

1. The student must apply to interruption (leave of absence) in writing at the dean's or school director office, using a form to which has to be attached a copy of students enrollment document, also has to attach any other evidence that justify his absence, for purposes of documentation.

Once the permission has been authorized by the Dean of the Faculty or Director of the School, it must send the corresponding file within 24 business hours, on the date of authorization.

2. Once obtained the authorized signature of the Dean of the Faculty or School Director, the student must interview with the director of Federal Financial Assistance, within 48 working hours from obtained authorization, carrying a copy of the request made.

3. Once made the interview, the student has to deliver the form with the corresponding signatures in the Registrar's office, where will proceed to inform to student teachers the approval of his absence.

UCNE specifies the following requirements for requesting and receiving a leave of absence:

1. Will be subject to authorization of the Dean or the corresponding School Director to allow the student multiple interruptions as long as it length complies with deadline established in the first part of this document.

2. The student must complete and submit a written request including the reason for requesting the interruption.

3. The student cannot take leave until the approval from the Dean or School Director is not confirmed and has not completed the processes described above with the final destination the Registrar Department.

4. In case of any unplanned circumstance that the University considers as serious or catastrophic, the institution can authorize the permission, even if the student does not completes the process described, this by authorization of the Dean or School Director and the Department of Economic Federal Assistance. The institution will document this decision and subsequently allow the student to complete the form.

5. When the student returns, will continue at the same academic level and payment period where it was at the start of the leave of absence and must complete this period where it was at the beginning of the interruption.

6. If the student can't complete the corresponding semester at the time of interruption, this situation will be communicated to the teachers with the causes that has made that this happens.

7. Once that the student has returned, after completed the leave of absence, the Dean of the Faculty or the Director of the School will ensure the reinsertion on the corresponding semester or period of studies to which could authorize teachers to offer all facilities to make possible that this interruption will not affect their academic performance.

8. Both the Dean of the Faculty or the Director of the School, as the Financial Aid Officer has to confirm, through the signature on the application form, that exist a reasonable expectation that the student will return to continue its program.

9. The institution cannot make additional charges to the student's account neither this will be eligible for additional federal funds during the period of the interruption.

10. It has to be documented the orientation offered to the students about the effects that would have not to return at the end of the interruption period for the payment of his loans, including loss of grace period. (If the student does not return will be reported as the date of withdrawal the day that began the leave of absence to the Department of Education).

11. Depending on the time in which the student remain outside the institution, this will determine the action to take regarding the semester in which the student is registered, which can be- but not limited to- the following:

- a. Withdrawal of the semester.
- b. Publication or in incomplete.
- c. Be up one academic completing the requirements of the previous semester. This may include that the student does not enroll credits for that semester.

CLARIFICATIONS

The academic status of the student will not be affected due to this interruption of studies.

The student may apply for more than one license for a period of twelve (12) months, if the absence does not exceed 90 days in a twelve (12) month period beginning on the first day of absence. However, the duration of each leave of absence is inconsideration of the Dean and / or School Director, prior agreement with the student, in order to be able to catch up with the subjects of which he was absent.

If the student does not return on the established date of the license, he is considered to have withdrawn from the institution with an effective date on the day the absence began.

In the case of withdrawal, as in other cases, a copy of the completed form must be submitted by the student, for the purposes of documentation and follow-up of the procedures that apply in the Federal Funds Department.

PERMISSION OF ABSUSS VERSUS INCOMPLETE

The student who does not meet the requirements of a class usually gets an "incomplete" grade in that class.

UCNE establishes in its Academic Regulations, a reasonable time to remove qualifications in incomplete state. If the student upon return from a leave of absence removes only a few incomplete and continues attending in the other classes cannot be considered as a withdrawn.

EARLY RETURN TO THE DATE ESTABLISHED.

The University allows the return of a student before the specified date, with the purpose of reviewing and preparing to continue their studies at the level that the interruption began.

The Institution will not charge the student during this period nor disburse Title IV funds.

In the event that the student returns before the expiration of the leave of absence, the student may request the cancellation or reduction of the time of said leave in writing, to be reintegrated in a normal way during the academic period.

ABSENCE WITHOUT PERMISSION OF INTERRUPTION.

In the event that the student reports an absence, but has not exhausted the established procedure, for purposes of Title IV, it will be considered as an unofficial withdrawal or withdrawal because the student has not completed the correspondent procedures, except in a unplanned situation described above.

FINAL CONSIDERATIONS.

This policy does not contradict in any way the terms of the Academic Regulations of Universidad Catolica Nordesteana.