



Permanent Withdrawal and Leave of Absence Policy

Overview

When a student decides to discontinue enrollment at John Carroll University, a formal notice must be given to Enrollment Services. The student may choose to initiate a withdrawal from all courses with no intent to return ("Permanent Withdrawal") or withdrawal with the intent to return ("Leave of Absence"). A withdrawal initiated by a student can be superseded by appropriate University action in the event of disciplinary action, academic dismissal or suspension. A Leave of Absence will not delay program expiration dates.

Permanent Withdrawals

A voluntary **PERMANENT WITHDRAWAL INITIATED WITHIN A TERM** consists of a voluntary withdrawal from all courses in the enrollment period on or before the published date for final course withdrawal and requires the student to initiate the formal withdrawal procedure. A voluntary **PERMANENT WITHDRAWAL THAT BEGINS OUTSIDE OF THE CURRENT TERM** allows a student to complete their current course work and initiate the formal withdrawal procedure effective for all future terms.

Leave of Absence

A degree-seeking student in good academic, disciplinary, and financial standing may request to take a leave of absence for up to two academic terms within a 12 month period, excluding summer, by initiating the formal Leave of Absence procedure.

Leaves of Absence are intended to provide students with time to evaluate educational goals, address health and personal welfare issues, comply with military obligations or secure financial resources. A variety of other personal reasons may also apply.

Reasons for an approved Leave of Absence:

1. Medical
2. Military Deployment
3. Financial
4. Academic
5. Personal, including experiential learning opportunities.

A leave of absence is voluntary and may become effective during a term or at the end of a term. **LEAVE OF ABSENCE WITHIN A TERM** consists of a student-initiated withdrawal from all courses in the enrollment period on or before the published date for final course withdrawals and requires the student to initiate the formal leave of absence procedure. A **LEAVE OF ABSENCE OUTSIDE OF THE TERM** (*i.e.*, before a term begins) allows a student to complete course work currently in progress and initiate the formal leave of absence procedure for one or more subsequent terms.

While a student's leave of absence status will allow for continued University communication, such as the filing of transient and academic petitions, the student will be considered inactive. Students on a leave of absence will not be considered enrolled at John Carroll University and will not enjoy the rights and privileges of an enrolled student including but not limited to loan deferment, participation in athletics, student activities and use of all services and facilities associated with an active Carroll Card. JCU email will remain active until the student is withdrawn permanently. Note: the length of a leave of absence may affect a student's health insurance coverage. The student should consult with their insurance provider for those details prior to initiating a leave of absence.

A change in the duration of an approved Leave of Absence beyond the initial approved dates or a leave longer than two academic terms within a 12 month period, excluding summer, may be granted for extenuating circumstances only. Students who return at the approved time are not required to reapply for admission. Students who fail to return at the given time frame will be administratively withdrawn from the University and will be required to reapply for admission. Students whose approved Leave of Absence has elapsed and who do not reapply will be considered withdrawn as of the date the leave of absence expires. Students who wish to return prior to the approved time frame must also be approved. All exceptions to the approved leave of absence must be initiated through the [Exception to the Leave of Absence Form](#).

Administrative Withdrawal

The University may initiate an administrative withdrawal in the event of disciplinary expulsion or suspension, academic dismissal or for other administrative circumstances, including but not limited to non-payment. Disciplinary standards are defined in the Student Code of Conduct. Academic and administrative policies that would necessitate withdrawals are defined in the Undergraduate Bulletin. In some cases these withdrawals may be permanent.

Undergraduate Bulletin: <http://sites.jcu.edu/undergraduatebulletin/>

Graduate Bulletin: <http://sites.jcu.edu/graduatestudies/pages/current-students-2/bulletin-archive/>

Military Deployment

A leave of absence may occur when a student is called to active military duty or deployed as a result of military orders into a branch of the United States Armed Forces. The student must have been enlisted in that branch of the service prior to the term for which the Military Deployment Withdrawal will apply. In situations of national crisis, adjustment will be made as needed with guidance from the Federal Government.

1. This withdrawal is initiated by the student by providing Enrollment Services a copy of their military orders. If deployment timing does not permit the student to deliver the orders to the Enrollment office in person, the student may submit an original signed letter accompanied by a copy of the deployment orders and sent to the Enrollment office within a reasonable period of time, not to exceed six months from the date of departing the University.
2. A refund or a credit against existing charges is applicable only if the Military Deployment Withdrawal is approved by the University. The University will make every attempt to accommodate this type of leave. The student must provide clear and detailed documentation relating to their length or nature of military service.
3. The Veteran Affairs Office will work with the student and the individual professors to determine whether a complete or partial withdrawal is in the student's best interests, both academically and financially, based upon the time of the student's deployment.

Situations that are not considered a Permanent Withdrawal or Leave of Absence:

1. Departure before or during Course Change Week is considered a complete **cancellation**. Tuition will not be charged and the student's transcript will bear no record of attendance for that term. Course Change Week or the equivalent is defined in the *Undergraduate Bulletin* and *Graduate Studies Bulletin*.
2. Enrollment in any JCU approved cooperative education, internship or study abroad program as indicated by the appropriate course registration, or a dual degree program with a partner institution (e.g. 3/2 programs at CWRU) or attendance at another institution as a full-time transient student.
3. Unofficial Withdrawal. Students who stop attending courses for which they are registered remain officially registered and responsible for those classes. Similarly, officially registered students who stop payment on a check after paying fees remain responsible for all tuition, fees, and penalties. A student must follow the proper withdrawal procedures to withdraw from a course, a term and/or from the University.

Tuition Charges

Students should refer to the Schedule of Refunds to determine if tuition will be pro-rated based upon the date of withdrawal. Details of the Federal Title IV Refund Policy as well as the Schedule of Refunds should be reviewed here:

Schedule of Refunds: <http://sites.jcu.edu/registrar/pages/students/changes-in-registration/>

Title IV: <http://sites.jcu.edu/aid/pages/financial-aid-policies/john-carroll-universitys-withdrawal-return-of-title-iv-funds-policy/>

In extraordinary situations, appeals to the published tuition refund policy will be reviewed by a university committee comprised of members from the Academic Advising Office, Dean of Students Office, Bursar and the Office of Financial Aid, and when appropriate Graduate Studies. All appeals should be submitted to Enrollment Services by completing the [Tuition Refund Appeal Application](#). All requests for review must be made by the end of the term in which their withdrawal or leave of absence occurred.

Student Process for Withdrawal

Students should contact Enrollment Services for guidance on completing the withdrawal or leave of absence process. Students who intend to withdraw completely from the University or from all of the courses in which they are enrolled should contact the appropriate Assistant Dean for guidance on academic issues.

	School of Arts & Science	Boler School of Business
Undergraduate Students	Office of Academic Advising AD 05, 216-397-4219	Boler Dean’s Office SB 117, 216-397-4391
Graduate Students	Arts and Science Office of Graduate Studies AD 125, 216 397-4284	Boler Dean’s Office SB 117, 216-397-1917

The Withdrawal / Leave of Absence form can found here:

<http://webmedia.jcu.edu/registrar/files/2015/12/Withdrawal-Leave-of-Absence-Form.pdf>