

Leave and Withdrawal Policy

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If a student leaves the school for any reason before the end of a term, by default, the student will receive the grades they would have earned but missing all the remaining work in their courses, which in most circumstances would result in Fs. In certain circumstances, based upon the timing of the departure and in accordance with established policies, a student may request an institutional leave or a withdrawal and may be eligible for Ws or INs (see Other Indicators in Use in the Passing Grade Policy).

If a student has been granted a Leave of Absence after the end of a quarter in which they have received an incomplete, the incomplete deadline will be extended for one quarter. There are no exceptions to this extension unless the student petitions and receives approval from APRC.

All leaves from the college have a potential impact on Title IV recipients. Students planning leaves of absence are required to consult the Financial Aid Office about their financial aid status.

Categories of Institutional Leaves

Students may make a written request for an institutional leave from Antioch College for reasons related to:

1. **Personal Leave** – A personal or professional leave related to non-academic activities that must be conducted away from Antioch College.
2. **Medical Leave** – A leave due to health-related issues, including physical or psychological reasons, major surgery, pregnancy or some other form of health-related problem or concern. Students applying for a medical leave must provide appropriate supporting documentation from a health care professional. Medical documentation must cover the entire requested leave time including any recuperation period after medical treatment. Without documentation a student will instead be placed on personal leave. If a student, because of medical circumstances, is unable to file a leave request on their own, the student's emergency contact of record can facilitate the application and provide the supporting documentation.
3. **Academic Leave** – A leave indicative of an academic opportunity not sponsored by Antioch College such as studying abroad, employment related to educational goals and academic major, or participation in outside research. Students applying for an academic leave must provide appropriate supporting documentation. Please note that students with documented disability may be able for a Horace Mann Fellowship extension (see Center for Academic Support Services).

4. **Military Leave/ Call to Active Duty** – A leave due to a military assignment that must be completed away from Antioch College or by being called to active duty. Students applying for a military leave must provide appropriate supporting documentation from a reporting office of any branch of the United States military.

Requests for Leave forms are available in the Registrar's Office or in the Office of Community Life. Submission of completed requests must include any additional documentation that supports the student's request for leave. Completed forms must be submitted to the Registrar's Office. If the request is submitted before the withdrawal deadline (Friday of week 7), the student will receive Ws for all courses; if the request is submitted after the deadline, the student will receive the grades they would have earned but missing all the remaining work in their courses, which in most circumstances would result in Fs. An official notification of the request approval will be sent to the student by the registrar. All students who receive financial aid from Antioch College must consult with the Office of Financial Aid before withdrawing.

De-enrollment from the College

A student may officially withdraw from all courses and de-enroll from the college at any time during the quarter. If the withdrawal form is submitted before the end of the seventh week of the quarter, Ws will be recorded for all registered courses. The student may also be eligible for a partial refund (see Refund Policy). Ws cannot be recorded after the seventh full week of a quarter; work completed through this point in the term is sufficient to warrant an actual letter grade, which in most circumstances would result in Fs. A request for a withdrawal submitted after the seventh week of the quarter will be processed at the end of that quarter.

Re-Enrollment Following Approved Request for Leave

A student who has received an approved request for leave or who withdrew from all courses during a term may be eligible to return to Antioch College. A notification of Intent to Re-enroll must be received no later than the seventh week of the term prior to the anticipated term of return. No exceptions are made. Relevant offices review the request for reinstatement and the student will be informed about the decision upon completion of the internal process (see Reinstatement Policy).

Leaves of absence are, generally, approved to last for one term or only a part of a term. The student must return to school immediately after the approved end of the leave for a leave that involves only a part of a term. In the case of a leave approved for an entire term, the student must return to school at the start of the next term. Students who fail to return on time will be withdrawn from Antioch College and will have to apply for reinstatement by submitting an Application for Enrollment Reinstatement to the Registrar's Office (see Reinstatement after an Undocumented Withdrawal in the Reinstatement Policy).

Procedures for Leaves and Withdrawals

These procedures for approvals of leaves of absence and withdrawals have been developed to ensure accurate and timely communication of official student enrollment statuses.

Upon notification of approved leaves and withdrawals, the Registrar's Office will process the request and immediately notify Academic Affairs (VPAA), the student's advisor, and each of the student's instructors. An Official Notice of Leave or Withdrawal form will be used to communicate the information. Faculty will receive an email notification from the Registrar's Office and a hard copy of the notice in their faculty mailboxes. Additionally, the Registrar's Office will maintain a comprehensive spreadsheet of all students whose status is affected by leaves and withdrawals as the term progresses. This spreadsheet will be sent to:

- Academic Affairs
- Faculty
- Library
- Community Life
- Housing
- Financial Aid
- Student Accounts
- Cooperative Education
- IT

Anytime a student is added to the spreadsheet or the status of a student already on the spreadsheet changes, an updated copy will be sent to all parties.

Leaves

- **Academic Leaves**
 - Submitted to the Registrar's Office on a form available in the Registrar's Office (*Application for Leave or Official Withdrawal*)
 - Reviewed by APRC at its next scheduled meeting
 - Chair of APRC will send official letter of decision to the student. A copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.
 - The Registrar's Office will send a *Notice of Leave or Withdrawal* form to all departments:
 - Academic Affairs
 - Faculty
 - Library
 - Community Life
 - Housing
 - Financial Aid
 - Student Accounts
 - Cooperative Education
 - IT
 - Deadline for submission of the form: Friday of the seventh week of the quarter for a leave that will take place during that quarter; or prior to completion of the current quarter for a leave that will take place during the next quarter.

- **Personal Leaves**

- Submitted to the Dean of Community Life on a form available from the Office of Community Life (*Application for Leave or Official Withdrawal*)
- Reviewed by Dean of Community Life and the VPAA
- Dean of Community Life will send official letter of decision to the student. The application and a copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.
- The Registrar's Office will send a *Notice of Leave or Withdrawal* form to all departments:
 - Academic Affairs
 - Faculty
 - Library
 - Housing
 - Financial Aid
 - Student Accounts
 - Cooperative Education
 - IT

Although there is no deadline for the submission of requests for leave, advanced notice is required. The request is due within one week of the desired start date of the leave or the end of the quarter, whichever is sooner. Note that in some circumstances where students are unable to submit the request themselves, the Registrar's Office can initiate an official withdrawal (see **Other Grade Indicators in Use** in the Passing Grade Policy).

- **Medical Leaves**

- Submitted to the Dean of Community Life on a form available from the Office of Community Life (*Application for Leave or Official Withdrawal*)
- Reviewed by Dean of Community Life and the VPAA
- Dean of Community Life will send official letter of decision to the student. The application and a copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.
- The Registrar's Office will send a *Notice of Leave or Withdrawal* form to all departments:
 - Academic Affairs
 - Faculty
 - Library
 - Housing
 - Financial Aid
 - Student Accounts
 - Cooperative Education
 - IT
- Although there is no deadline for the submission of requests for leave, advanced notice is required. The request is due within one week of the desired start date of the leave or the end of the quarter, whichever is sooner. Note that in some circumstances where students are unable to

submit the request themselves, the Registrar's Office can initiate an official withdrawal. (see **Other Grade Indicators in Use** in the Passing Grade Policy).

- Medical leaves cannot be processed without proper medical documentation. If a student, because of medical circumstances, is unable to file a leave request on their own, and the emergency contact of record cannot immediately supply medical documentation, a Temporary Absence Notification can be sent to the Registrar's Office until such time that the medical documentation can be provided. Temporary Absence Notifications may come from the Office of Community Life, Counseling Services, Health Services, or Academic Affairs. A Temporary Absence Notification is not a substitute for official leave paperwork, and it does not excuse the student's absence from classes. An official leave request with accompanying medical documentation must be provided within seven days of the student's return to Antioch College or the leave will be processed as a personal leave.
- **Military Leaves**
 - Submitted to the Dean of Community Life on a form available from the Office of Community Life (*Application for Leave or Official Withdrawal*)
 - Reviewed by Dean of Community Life and VPAA
 - Dean of Community Life will send official letter of decision to the student. The application and a copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.
 - The Registrar's Office will send a *Notice of Leave or Withdrawal* form to all departments:
 - Academic Affairs
 - Faculty
 - Library
 - Housing
 - Financial Aid
 - Student Accounts
 - Cooperative Education
 - IT
 - Although there is no deadline for the submission of requests for leave, advanced notice is required. The request is due within one week of the desired start date of the leave or the end of the quarter, whichever is sooner. Note that in some circumstances where students are unable to submit the request themselves, the Registrar's Office can initiate an official withdrawal. (see **Other Grade Indicators in Use** in the Passing Grade Policy).

Withdrawals

- Official notification of intent to withdraw must be provided to the Dean of Community Life on a form available from the Office of Community Life

(*Application for Leave or Official Withdrawal*). The withdrawal date will be the date the student submits the form.

- The Dean of Community Life will review the completed form with the Vice President for Academic Affairs (VPAA) and then forward the completed form to the Registrar's Office for processing.
- The Registrar's Office will send a *Notice of Leave or Withdrawal* form to all departments:
 - Academic Affairs
 - Faculty
 - Library
 - Housing
 - Financial Aid
 - Student Accounts
 - Cooperative Education
 - IT

New Students Arriving Late to Campus

All new students to Antioch College are required to attend a new student orientation during the week before the quarter begins. At times, unavoidable circumstances may prevent a student from arriving to campus until after the start of the quarter. A request for a late arrival to campus can be made through the Dean of Community Life. The Dean of Community Life will notify the Registrar's Office of approved late arrivals, and the Registrar's Office will notify all departments. Academic Affairs will ensure that arrangements are made to facilitate aspects of new student orientation (i.e. placement testing, general education requirements overview, registrar and academic services overview, academic advising, and registration) upon the student's arrival to campus.