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Leave of Absence Policy

Students must maintain Satisfactory Academic Progress (SAP) while attending LIGS University (“LIGS”). Students who fail to make satisfactory academic progress towards the degree may be subject to academic dismissal. The relevant principles are outlined in the Satisfactory Academic Progress Policy.

However, students may need to interrupt their studies for a number of reasons such as financial, academic, or personal ones. The Leave of Absence Policy (LoA) outlines the planned Leave of Absence provision for LIGS students. Approved LoA constitutes an exception to the SAP and the time on Leave does *not* count towards the time limits dictated by the SAP.

The Provost may grant a Leave of Absence based on the student’s written application.

LIGS considers the following circumstances that justify such an extraordinary arrangement:

- Death of a family member
- Student’s or a family member’s medical issues
- Military service
- Change or loss of employment
- Economic hardship

and other circumstances that would significantly impact the life of the student.

Students are limited to two leaves of absence that must not exceed one year in total. Individual leaves are only counted in month-long units. If a student requests additional leave, they are asked to withdraw from the program and reapply when they are ready to resume.

Tuition payments for students on LoA will be frozen for the duration of their LoA and the balance of tuition will be applied to future tuition.

LIGS grants the absences on a case-by-case basis. In most cases, LIGS encourages students to take the time they need to address whatever conditions may be preventing them from completing the program. The Leaves of Absence may vary in length not only between different types but also within the same type based on relevant circumstances.

A student on a Leave of Absence will have no access to the university resources in Learning Management System.

When students are ready to re-enter the program, they contact the LIGS University Students Services Center and are enrolled back into the program.