

# LEAVE OF ABSENCE AND PROGRESSION

## Graduate Programs Academic Leave of Absence and Progression Policy

Many of the University of Providence Graduate Program courses are offered sequentially to build knowledge, skills, and abilities across a cohort. Successful completion of each course is often required to progress in the programs. Three situations may preclude progression: no show status, academic performance, and/or extenuating circumstances.

- **No Show Status:** In the event a student has not attended a class or classes, contacted the instructor, or logged in to an online class and completed an assignment, the student will be classified as a “No Show” (NS). Students who are determined as a No Show will be responsible for payment of all fees associated with their course/ courses and registration. If a student is not identified prior to the end of a term and receives final grades, academic history may be removed if their No Show status is verified. Any contact with instructors, attendance or completion of work will negate a student classification as a No Show.

In the case a student within the Graduate School of Health Professions program is withdrawn from a course or courses in any semester due to a confirmed no show status, the student will also be administratively withdrawn from the program, and all other courses for the term given the nature of the cohort model. If a student who was administratively withdrawn as a result of identification as a “no show” wishes to return, he/she may submit a re-entry request.

- **Re-entry Request:** A student may submit a written request for re-entry with the ability to retake the course the next time it is offered in the program sequence and resume progression. (Catalog continuation policies apply). A student who wishes to submit a re-entry request should contact the Admissions Office to obtain the form and directions. Re-entry requests should be made on the same timetable as standard program admissions, no less than six weeks prior to the start of the semester.

Submission of a re-entry request does not guarantee re-admission. The program director and/or academic chair will review the request and seek input from faculty and staff using the standard departmental process. A determination will be made and the student will be notified. The Registrar and Program offices will be notified of the student’s status. The decision of the program director and/or departmental chair is final.

- **Academic Performance:** According to institutional policy, graduate students in cohort programs are expected to earn As and Bs to progress in the sequence of courses. Failure to meet these expectations can preclude program progression and result in program dismissal.

If a student believes that the course grade that precluded progression does not accurately reflect the quality and timeliness of work, he/she may file a grade appeal. If the appeal is unsuccessful and the grade stands, the student will be dismissed.

If a student is academically prevented from continuation and receives a successful grade appeal after taking a break in enrollment, the student may request re-entry. Because the break between semesters in immersive programs is short and time is required for the appeal, the student should contact the Admissions Office ([admissions@uprovidence.edu](mailto:admissions@uprovidence.edu)) to arrange re-entry with the next cohort. Re-entry requests should be made at least six weeks prior to the start of the semester.

### Special Circumstance/Withdrawal Appeal Request

If a student withdraws, discontinues participation, and/or is unable to successfully complete a course as a result of extenuating circumstances, there are two separate processes that the student may investigate and pursue.

- **Extenuating Circumstance Appeal:** These appeals are submitted directly to the Registrar’s Office. The decision of the committee is final.
- **Leave of Absence and Re-entry Request:** A student may submit a written request for a one-time academic leave (for up to one calendar year) with the ability to rejoin the program and progress through the program due to extenuating circumstances. An approved Leave of Absence will include a specified return time to the program and an outline of anticipated program completion. (Catalog continuation policies apply.) A student who wishes to submit a written request for a one-time academic leave with re-entry should contact the program director to initiate the request. Students granted an approved Leave of Absence request are guaranteed re-admission to their program provided they follow and meet any requirements outlined in their approval letter. Students denied a request for Leave of Absence may apply for program re-entry at a later date by following program re-entry requirements described in this policy.

### Submission of a re-entry request does not guarantee re-admission.

The program director and academic chair will review the request and seek input from faculty and staff using the standard departmental process. A determination will be made, and the student will be notified. The Registrar and Program offices will be notified of the student’s status. The decision of the program director and/or departmental chair is final.

### **Timing of Returns and Implications to Program Progression:**

The current schedule includes cohort admissions in August and January. Under the current schedule, it would be approximately 6 months to one year before the course would be offered again in sequence. Curriculum is periodically updated, enhanced, and changed. Therefore, any request to step out of sequence requires the student’s careful consideration and reflection. Catalog continuation policies apply to all students who step away and are subsequently approved to re-enter. If the student’s personal situation precludes a quick return and there is a break of a year or more, the student is required to reapply to the University, and to reapply to the program.

**Continued Program Progression:** If the student returns after re-entry or a Leave of Absence but does not successfully complete program requirements or any conditions of return, he/she will be dismissed from the program. A re-entry or approved Leave of Absence offers an opportunity to step away and resume progression with a later cohort. It does not replace or excuse the student from compliance with the university’s graduate school and program policies. Program

## 2 Leave of Absence and Progression

re-entry is intended for a one-time stop in the program and repeated requests for re-entry may not be considered.