

POLICIES AND PROCEDURES GOVERNING LEAVES OF ABSENCE

This policy applies to all undergraduate students at Rhodes College who need to take a semester or two away from Rhodes for personal or medical reasons. Students are eligible to request a leave of absence from the College for up to one year. Students needing to request a leave that is longer than two semesters will be advised to also submit a petition of variance with their request. An application for leave should be submitted prior to the semester for which the leave is requested. The Committee on Standards and Standing will act upon the request and send written notification to the student of the outcome.

International students considering a leave of absence should contact the Director of International Programs for individualized advice prior to requesting the leave of absence. Requesting a leave of absence and taking the appropriate steps with an immigration record are separate processes, but the timing of each process can impact the other.

TYPES OF LEAVE

Personal

Students are eligible to request a leave of absence from the College for personal reasons such as health of a parent, travel or internship opportunity, re-evaluation of career goals, financial difficulty, military obligations, etc.

Medical

Students are eligible to request a leave of absence from the College for medical reasons when experiencing mental or physical health challenges prior to a semester in which they are enrolled. Medical documentation from an appropriate health provider must accompany the application and verify the student's need for a leave of absence. Re-enrollment following a medical leave of absence also requires a [Health Care Provider Form](#) be submitted by the provider primarily responsible for treating the issue.

TRANSCRIPT NOTATION

A Leave of Absence is noted on the academic transcript in the student's last semester in attendance with the phrase "Leave of Absence." Should a student not return from a leave, the academic record and the notation on the transcript are changed to "Withdrew."

FUTURE REGISTRATION

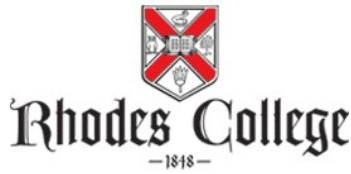
Students returning from a leave will be allowed to register for courses for the semester in which they return only after approval to return has been given. Registration may take place during the normal registration period or, if that period is over when approval is received, after the student is cleared to return. The student should contact their advisor and the Registrar's Office for more information once cleared to return.

TAKING COURSES WHILE AWAY FROM RHODES

Students may enroll in no more than two courses at another institution while on leave. The courses must be pre-approved for transfer credit by the appropriate department chair at Rhodes. The required form for the approval of transfer credit is available from the Registrar's Office or from the Registrar's website. All transfer credit policies apply to these courses. A student enrolling in more than two courses while on leave may have the leave revoked and may have to apply for readmission to Rhodes as a transfer student.

DURING THE LEAVE

A student on leave may not reside on campus, attend classes, or participate in regular activities of the College. Special permission must be obtained from the Dean of Students' staff to visit campus. This request can be made in writing to the Dean of Students or designee. Students will be held accountable for any policy violations, and behavioral issues may impact a student's ability to return.



Students who pursue a leave of absence will retain access to their email. All official College correspondence will still be sent to students' Rhodes email account.

RETURNING AFTER A LEAVE OF ABSENCE

All students who are granted a leave of absence must receive approval before being re-enrolled. In order to initiate the approval process, the student must provide all of the following by October 1 for a spring return or March 1 for a fall return to be eligible to register for classes with all current students.

- Submit a Return from Leave of Absence [application](#).
- If this is a return after a medical leave of absence, then the healthcare provider primarily responsible for treating the issue that led to the medical leave must complete a [Healthcare Provider Form](#).
- More information and the online forms can be found [at this website](#).
(<https://sites.rhodes.edu/success/college-leave-return-processes>)

FINANCIAL AID

Anytime a student ceases attending the college, Rhodes may have to return federal, state, and/or institutional financial aid funds to the entity providing the funding. The Bursar's Office is charged with determining the amount of "unearned financial aid" received by the student and with instructing the Financial Aid Office to remove and return financial aid funds that have been disbursed to the student's account. Return of said funds may create a balance due the college, and it is the student's responsibility to pay that balance. The Bursar's Office will notify the student of any unearned financial aid funds returned and any balance due to the college by the student. Leaves in excess of 180 calendar days may require the student to enter the repayment period of student loans. The lender will contact the student should this occur.

Upon receiving approval to return to Rhodes, the student should contact the Financial Aid Office concerning the steps necessary for reinstatement of financial aid. It is the student's responsibility to secure financial aid funding prior to enrollment clearance. All eligibility requirements for financial aid apply and will be reviewed upon receipt of the student's request for financial aid. All appropriate financial aid applications and forms must be submitted prior to reinstatement of financial aid.

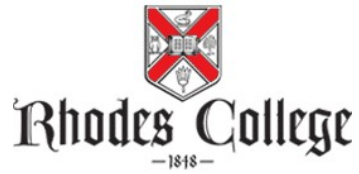
ON-CAMPUS HOUSING

Moving out: The student is expected to be packed and moved out of campus housing no later than 48 hours after the Leave request is approved. It is in the best interest of the student to have the room inspected by his/her Resident Assistant and any damages noted on the student's room condition report to avoid any charges. The room key should be returned to the RA, Residence Life Office, or to Rhodes Express in Burrow Hall.

Returning: Once approval has been received to return to campus, the student is responsible for contacting the Residence Life Office to pursue on-campus housing. Students who have not fulfilled the residency requirement are required to live on campus; those who have fulfilled the requirement are encouraged to live on campus to help with the readjustment to academic life. If special housing accommodations are requested, students should contact Student Accessibility Services at 901-843-3815 or accessibilityservices@rhodes.edu.

RHODES STUDENT HEALTH INSURANCE PLAN

If a student enrolled in Rhodes Health Insurance Plan for the year (August-July), then the student is eligible to continue using this health insurance while on an approved leave of absence. A student is not eligible to re-enroll in the plan until re-enrolled at the College.



TUITION AND FEES

Tuition and fees will be adjusted according to the withdrawal policies in the current Rhodes Catalogue, and the policies of the federal government regarding refunding of Title IV financial aid. Students for whom a balance is due to the college will have a final statement sent to their home address detailing the balance due. The same form will be sent to students who have a credit balance with the college with a refund check enclosed.

STUDENT ID and KEY FOB

If the student is planning to return to Rhodes, s/he should keep the ID, but return the key FOB either to the RA or Residence Life Office.