

Leave of Absence

Military Leave/Late Arrival

This policy is designed to be flexible to allow students to complete as much academic coursework as possible. The Bursar's Office reviews and determines if military orders are applicable for any refunds associated with this policy.

Leave Before End of Term

Students requesting to leave classes, based on a military activation or deployment, must submit a copy of their military orders confirming the date of activation/deployment was during an academic term.

This section of the policy is for:

1. Students serving in the military, who are notified after the first day of the term in which they are currently enrolled, they have been activated or deployed to a combat zone, or in direct support of or proximity to a combat zone, or:
2. Students who are a member of the National Guard or reserve forces of the United States and who have been ordered to state military service or federal service or duty.
3. Students, who are spouses of an activated, or deployed military member, and have a dependent child.

Students, who meet the requirements listed above, have options listed below when leaving prior to the end of a term, in which they are currently enrolled. Although students may request Incomplete grades or grade earned; the decision is made by the instructor of the course.

1. Request a Total Withdrawal from all classes and receive a full refund of tuition and mandatory fees.
2. Make arrangements with instructors to complete some or all courses:
 - Request instructors to assign Incomplete grades.
 - On-campus students have until the end of the next term to complete the incomplete work. Students enrolled in the College of Graduate & Continuing Studies (CGCS) are allowed 90 days from the end of the term to complete incomplete work.
 - Students will agree to a study plan outlining how the work will be completed.
 - Student's registration for courses receiving an Incomplete will remain intact and tuition and mandatory fees assessed in full.
 - Request courses for which arrangements cannot be made for Incomplete grades, to be Withdrawn (W grade on transcript). A refund of tuition and mandatory fees will be granted for Withdrawn courses if the student drops below full-time. Room and board will be refunded on a per-day basis.
 - Request a grade assigned at the time of leave, if 80% of the course days (on-campus students), or 60% of seminar days (CGCS), have been completed, and the instructor believes the cumulative grade represents sufficient knowledge of the material for the course or seminar.
3. On-campus students may be granted Military Leave for the period away from Norwich University, regardless of Academic Standing at the time of departure.
4. Upon return, students submit a Readmission Application to the Registrar's Office; the Registrar's Office shall notify the student s/he has been readmitted regardless of Academic Standing since readmission is automatic in this situation.
5. Waiver of readmission fee.

Upon future re-matriculation to Norwich University, students are charged tuition and fees at the rate in force at the time of re-matriculation.

Late Start of a Term (On-Campus Students Only)

Students requesting a late start, based on a military activation or deployment, must submit a copy of their military orders confirming the date of release was during an academic term to the Center for Student Success.

This section of the policy is for:

1. Students who return from active duty in the military (state or federal), National Guard or reserve forces of the United States.
2. Students, who are spouses of a military member, and have a dependent child.

Students who meet the requirements listed above are allowed the following when arriving not more than 7 calendar days from the first day of a term:

1. Late fees will not be charged to the student or spouse.
2. The Center for Student Success will send an email notice to the following, notifying the first day to attend classes for the respective term:
 - Dean of Students/Commandant
 - Bursar's Office
 - Financial Aid Office
 - Advisor
 - Faculty for all classes in which the veteran student, or spouse, is currently enrolled
3. Faculty will make every attempt to accommodate students for whom this policy applies.
4. Students are responsible for completing all course requirements (including any portion missed).

Leave for Physical or Psychological Health Reasons

Leave, for Physical or Psychological Health Reasons, is intended to allow students sufficient time away from campus to complete a sustained recovery which makes possible a successful return to Norwich. Upon the recommendation of the NU Student Health Center, NU Counseling and Psychological Services Center, or a student's physician or therapist, the Dean of Students or Commandant of Cadets may grant students an Emergency Leave. The Commandant or Dean of Students Office advises students during the exit process about plans to address their medical condition while on an Emergency Leave, and determines whether the student is ready to make a successful return to NU. Students may request an Emergency Leave regardless of academic standing.

Academic Impact

Students who are granted a Leave have options to manage the academic impact of this decision, particularly when it occurs prior to the end of a term in which they are currently enrolled. In addition to a Total Withdrawal from all courses, students may seek Incomplete grades or "Time of Leave" grades. The decision to grant Incomplete grades or "Time of Leave" grades is made by each course instructor. Students may also request withdrawals from individual courses. To withdraw beyond the withdrawal deadline an Academic Petition is required but is allowed no matter how late in the semester the Emergency Leave is approved.

Financial Impact

- Tuition and Student Fees: Tuition and Student Fees are refunded according to the NU Bursar's Office Refund Policy for Withdrawals available on the Bursar's website.
- Room and Board: Room and Board costs are refunded according to the policy, which states that "Room and Board refunds for students withdrawing from school will be subject to pro-rata charges for the days a student resided on campus."

- **Financial Aid:** Eligibility for an Emergency Leave does not change the fact that the student may be ceasing all academic activities after the start of an enrollment term. When students cease enrollment after the start of a term, their financial aid eligibility is adjusted based on the type of aid and the length of time enrolled. Also, students are reminded that if they are not enrolled for six or more months, their student loans may enter repayment based on Federal requirements regardless of their Emergency Leave approval.

Federal Student Aid Programs: Students retain a total amount of aid representing the same percentage of time enrolled during the term of withdraw. For example, if the student was enrolled for 17% of the calendar days in the term, they retain 17% of their total Federal Student Aid Program funding. Once the total amount to be retained is determined, NU will return any excess Federal Student Aid Program funding that had been disbursed toward the student's billing charges to the US Department of Education. NU is required to reduce loan eligibility prior to making any reduction to gift aid programs such as the Federal Pell Grant program.

Norwich University Scholarships and Grants: Students retain a total Norwich award amount representing the percentage of charges that the students will remain responsible to pay after they cease to be enrolled for the term. For example, if the student will remain responsible for 40% of their charges based on their last academic activity date, they will retain 40% of their Norwich University Scholarship and Grant amount. For additional information, visit the Student Financial Planning Office.

Leave Exit Process

Students seeking a Leave must contact either the Commandants Office [if a Cadet] or the Dean of Students Office [if a civilian] to indicate their intention to secure a Leave. They must then meet with either the NU Student Health Center or the NU Counseling Center [hereinafter referred to as the "appropriate NU Health Service"] to present the health issues of concern which support the Leave request. The appropriate NU Health Service will submit a recommendation supporting or denying the Leave request to the Commandant's Office or Dean of Students Office, which is responsible for granting an Emergency Leave in consultation with the Risk Assessment Team. If a Leave request is granted, the Risk Assessment Team will establish individualized treatment requirements for students which are intended to help them become academically and personally ready to resume attendance at NU. These requirements will be given to students before they leave campus in an "exit" letter from the Commandants or Dean of Students Office. The Commandants or Dean of Students Office will also send a cover letter as notification of a Leave approval to the Registrar, Bursar, Center for Student Success and Student Financial Planning Offices for the student's file there. If a Leave request is denied, students can appeal this decision to the Senior Vice President of Student Affairs.

Once students' Leave request has been granted, their academic options are the following:

1. Request a Withdrawal from all classes and receive a refund of tuition and mandatory fees as discussed in the "Financial Impact" Section of the Leave Policy.
 - a. Students taking a Total Withdrawal must initiate the withdrawal process with the Center for Student Success.
 - b. Students will receive W grades in all classes regardless of the date withdrawn prior to the end of the semester.
 - c. Students' record will be inactivated in Banner by the Registrar's Office.
2. Make arrangements with instructors to complete some or all courses in the two following ways:

- a. Request that instructors assign Incomplete grades.
 - i. Students must complete the leave procedure for departing campus with the Center for Student Success.
 - ii. Students on Leave receiving Incomplete grades remain in active status in Banner until the end of the current semester, at which point the Registrar's Office will inactivate them.
 - iii. Students on Leave receiving Incomplete grades must comply with stated NU policy for completion of coursework.
- b. Request that instructors assign a Time of Leave grade, if 80% of the course days have been completed, and the instructor believes the cumulative grade represents sufficient knowledge of the material for the course.
 - i. Students must complete the leave procedure for departing campus with the Center for Student Success.
 - ii. Students on Emergency Leave receiving Time of Leave grades remain on active status in Banner until the end of the current semester, at which point the Registrar's Office will inactivate them.

Some students may choose to mix these academic options and Withdraw, receive Incomplete grades, or seek Time of Leave grades for individual currently enrolled courses.

Readmission from Leave

The Leave readmission process is to ensure that students are sufficiently recovered to return to campus. Policies governing readmission address the University's need to be confident that students will be safe upon return to campus; that students' health will allow them to work autonomously and up to potential without disruption or undue strain on others; and that students can adequately monitor their own health. The procedures also provide a review of the ongoing supports which students may need when back on campus (e.g. medications, continued psychotherapy appointments, and/or continued medical appointments).

Application for Readmission

To apply for readmission from Leave, students must submit a completed Readmission Application to the Registrar's Office according to NU Readmission Policy. Students must also submit, at the same time, appropriate supporting documentation for return from a Leave to be reviewed by the Commandant's Office or Dean of Student.

The Commandant or Dean of Students will review the appropriate supporting documentation submitted by the student for return from a Leave. In consultation with the appropriate NU Health Service and the Risk Assessment Team, the Commandant or Dean of Students will determine whether the student has met the Return From Leave requirements established in his/her "exit" letter.

If there is uncertainty whether a student has met the return from Leave requirements, on-campus interviews may be arranged with the appropriate NU Health Service. The appropriate NU Health Service would then transmit a recommendation concerning the student's readiness for Return From Leave to either the Commandant or the Dean of Students, who would review its recommendation in consultation with the Risk Assessment Team to determine the students' ability to return. If a student's request to return from a Leave is denied after this review, the Commandant or Dean of Students will communicate this decision to the student. Students can appeal this denial to the Senior Vice President of Student Affairs.

Once the return from Leave review process has been completed and approval for Return From Leave granted, the Registrar's Office will be notified the student's readmission process can proceed. Students will be notified by the Registrar's Office whether they have been fully readmitted or denied. Students can appeal this denial to the appropriate NU office(s).