



Leave of Absence Policy

The Leave of Absence allows an officially enrolled student an exception to the Institution continuous registration or attendance requirement. This policy applies to officially enrolled students, it is granted for:

- medical reasons
- because the student has been activated for military and/or National Guard service outside the territory of Puerto Rico or for a national emergency within Puerto Rico.

Students are responsible for knowing and orienting themselves about the implications of a Leave of Absence on their financial aid and progress towards their degree. The Institution requires that the student formally request, in writing, a Leave of Absence and provide information justifying the request.

If the letter of request is based on medical reasons, the student must document the request with official evidence from his/her physician. If military reasons are presented, the student must submit a copy of the military orders which include the period he/she is required to serve and the location to which he/she was assigned. Leave of Absence does not apply retroactively.

Procedure:

1. The student must be officially enrolled at the time the request is made.
2. Students wishing to apply for a Leave of Absence make the request at the registrar's office.
3. The registrar's office will evaluate the granting of the LOA based on the documentation submitted and the student's academic status.
4. The request must be accompanied by documents evidencing the request and a letter explaining the reason for the request.
5. It will be the student's responsibility to meet with the Division Dean to address academic affairs.
6. The student will be integrated to the courses on the date of termination of the leave of absence indicated in the request. It is the student's responsibility to comply with the material discussed and work assigned by the professor of the course.
7. If the student does not integrate on the date stipulated in the Leave of Absence, will be considered as an Official Total Withdrawal (W) from the date on which the leave of absence began.
8. If the student receives funds from the Student Loan Program under Title IV and does not return to school on the established date, may lose his/her grace period and enter repayment of his/her student loan immediately.
9. If the student has received a federal loan as part of financial aid during his/her studies, the student's financing office will explain the implications on the repayment of the loan in case he/she decides not to return to the Institution.



Universidad Ana G. Méndez

Deans of Academic Affairs

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10. The student's financing office will guide the student on the impact of this leave of absence on his/her financial aid and academic goals.
11. The LOA shall not exceed 180 calendar days in a 12-month period.
12. If the student does not return to the Institution at the scheduled time of return, a full leave will be processed.
13. In case the request is approved, the registrar's office is responsible for informing the academic division to which the student belongs.

In the event of any inconsistency or ambiguity in relation to the meaning of any word or phrase in the English translation, the Spanish text shall prevail.

The Universidad Ana G. Méndez does not exclude from participation, nor deny benefits, nor discriminate against any student on the basis of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political or religious beliefs, being a victim or perceived as a victim of domestic violence, sexual assault or harassment, being a military officer, ex-military, serving or having served in the United States Armed Forces or for holding veteran status or any other category protected by law. Sistema Universitario Ana G. Méndez© (2022). All rights reserved.