**Proposal for establishment of an undergraduate leave of absence policy**

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| Source of the Proposal | The Course and Standing Committee of the Faculty Senate |
| Level of degree | Associate and Baccalaureate |
| Consultations | Academic Affairs, Curriculum Coordinator, Registrar’s Office |
| Date Effective | Fall 2021 |
| Proposal | The College of Staten Island implements an official, proactive leave of absence policy for currently-enrolled undergraduate students. |
| Rationale for change | There is no formal leave of absence from the College for undergraduates to proactively address short-term situations that require them to leave school for a finite period of time. Implementation of a proactive leave of absence policy, with established deadlines or submission, would allow time for students to receive appropriate guidance from advisors, faculty, and other College personnel and make an informed decision about their next steps. It would also allow the College to engage in specific outreach to such students and assist them with their return. A leave of absence policy is only necessary for the fall and spring semesters of the academic year, since winter and/or summer session course enrollment is optional for students and traditionally seen as a way for students to either make up ground or accelerate their degree progression. |
| Objectives | * Ensure that students who know in advance that they will need to leave school for a period of time receive all necessary information regarding the academic and financial aid implications of the decision;
* Provide a formal structure for students to exercise this option, for a length of time ranging from one semester to two years;
* Allow for the College to maintain contact with students who need to leave school temporarily, and then better assist them with transitioning back into school.
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| Assessment plans | Based on the submission of an official “Leave of Absence” form, the College would be able to collect numerical and academic data on the actual number of students who utilize the policy. |
| Expected impacts on enrollment | There may be a positive impact on enrollment, specifically for readmitting students, since the College will have a more definitive pool of students to follow up with and target outreach toward: submitting a “Leave of Absence” form would be a positive indicator of a definite intention to return to school, once the extenuating circumstances are resolved. |
| Expected impacts on classwork/registration | None are anticipated. |
| Proposed policy | Students in good standing (2.0 GPA or higher) who must interrupt their studies for one or more full semesters, up to a cumulative maximum of two years, may apply in advance to the Registrar for an official leave of absence. Such students, upon their return, may fulfill the graduation requirements that were in effect while they were in residence. The deadlines for submitting a Leave of Absence (LOA) request are August 1 for the fall term and January 1 for the spring term. |