

STUDENTS ON LEAVE (SOL) & OFFICIAL WITHDRAW (OW)

Students on Leave (SOL)

Students who wish to take a leave of absence for up to two consecutive semesters meet with a professional advisor in the Academic Advising Office to complete an SOL form. Students on Leave remain as active students but are not considered officially enrolled. Students considering a leave of absence should consult the Financial Aid and Student Accounts Offices; loan repayment may be required while a student is on Leave.

Students on Leave may resume their program of study without needing to reapply/readmit if they return prior to the third semester of the Leave. Students returning from Leave must contact their Advisor and/or the Academic Advising Office for registration assistance. Previous holds remain active while on Leave. Students who return from Leave must ensure their anticipated completion date is updated.

Students who do not return before the beginning of the third semester after their Leave are changed to inactive status and the reason changed from SOL to OW. If officially withdrawn, students must reapply/readmit to regain active status.

In some instances, after a Leave, students may need to complete skills assessment or additional courses to demonstrate proficiency and modified program requirements.

Exceptions to this policy are:

- Students who are admitted to Alverno under a teach-out agreement with another institution and who Withdraw or take a Leave are not eligible to return under that agreement. They may return to current programs through standard admission procedures.
- Student re-entry to any nursing program after one or more semesters on Leave is governed by the JoAnn McGrath School of Nursing and Health Professions.
- Students who are enrolled in a discontinued or paused program and who Withdraw or take a Leave while the program is being taught-out are not eligible to return to that program.
- Students who were on Leave when their academic program was discontinued are not eligible to return to that program.

Official Withdrawal (OW)

Students who choose to discontinue their enrollment must complete an Official Withdraw form. Students should consult with the Financial Aid and Student Accounts Offices. To request an OW, students should meet with an Academic Advising Office Advisor to complete a transition interview and the Official Withdrawal form. Once Withdrawn, students must reapply via the Admissions Office for future enrollment. Students who are readmitted to the College must follow the [Catalog Declaration policy].

Students who do not register for a future semester and are not on Leave, or do not make their intentions known, are inactivated and Officially Withdrawn.

Students who are Officially Withdrawn from the College are not eligible to return to an academic program that has been paused, discontinued, or is being taught out.

Students who have been dismissed from the College must make a formal written request for readmission for review by the appropriate Departmental and/or Status Committee.

Students who choose to completely Withdraw during a term earn DW progress codes for all courses see the Progress Codes & Incomplete Policy (<https://catalog.alverno.edu/acadpol/progcd/>)