Policy No:	ACA-POL-0022
Policy Title:	Leave of Absence (LOA) Policy
Implementation Procedure:	Leave of Absence (LOA) Application Procedure (ACA-PROC-0024)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern student's application for leave of absence for discontinuance of studies for a given period of time.
Detailed Policy Statement:	1. A student who does not intend to enroll during the following semester, or for an extended period of time shall be required to file a LOA. 2. A student who is granted a LOA shall not be allowed to enroll in any other school during the duration of the leave. Violation of this policy shall mean no credits earned to be granted to the students in the enrolled courses. 3. An approved LOA shall is allowed only for a maximum of two (2) school years. 4. A student can apply only for LOA twice during his entire stay in the Colegio. In such cases, the total period covered by the approve LOA shall not exceed four (4) regular semesters. 5. A student who failed to file a LOA shall not be excused from the maximum residence rule (6 YEARS). Consequently, he shall be required to take all additional or new courses brought about by changes in the curriculum.
Applicability:	Applicable to all collegiate students.
Policy Approval Authority:	Registrar
Related Policies or References	Student handbook
Definition:	LOA – leave of absence Maximum residence rule – the maximum number of years a student is expected to finish and graduate from the chosen academic degree program.
Prepared by:	Planning, Funding, and Development Office
Approved by:	_____ Dr. Maria Victoria Rosas
Date Approved:	

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