

Procedure No:	ACA-PROC-0024
Procedure Title:	Application for Leave of Absence (LOA) Procedure
Related Policy:	Leave of Absence (LOA) Policy (ACA-POL-0022)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the LOA application of students in the collegiate department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean • Records In-charge – Office of the Registrar • Academic Relations Staff – Office of the Graduate School
Procedure Details:	<p>Step 1: The parent or guardian secures the LOA form (3 copies) from the Academic Relations Staff of the Dean's office.</p> <p>Step 2: The parent or guardian fills-out the LOA form and submits it to the Academic Relations Staff for approval of the Dean.</p> <p>Step 3: Upon approval of the Dean, the parent or guardian seeks clearance and approval from the following offices:</p> <ul style="list-style-type: none"> • Financial Affairs Office • Office of Student Affairs • Registrar's Office <p>Step 4: Once approved and cleared, the parent or guardian distributes a copy of the LOA form to the following:</p> <p>Records In-charge – Office of the Registrar Academic Relations Staff – Office of the Dean</p>
Procedure Approval Authority:	Dean
References:	LOA Form
Definition:	Leave of Absence – is a student's way of discontinuing studies over a specified period of time.
Help Page:	Office of the Dean Office of the Registrar

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