**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:** Office of the 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:**  
- Dean  
- Records In-charge – Office of the Registrar  
- Academic Relations Staff – Office of the Graduate School

**Procedure Details:**  
Step 1: The parent or guardian secures the LOA form (3 copies) from the Academic Relations Staff of the Dean’s office.

Step 2: The parent or guardian fills-out the LOA form and submits it to the Academic Relations Staff for approval of the Dean.

Step 3: Upon approval of the Dean, the parent or guardian seeks clearance and approval from the following offices:

- Financial Affairs Office  
- Office of Student Affairs  
- Registrar’s Office

Step 4: Once approved and cleared, the parent or guardian distributes a copy of the LOA form to the following:

- Records In-charge – Office of the Registrar  
- Academic Relations Staff – Office of the Dean

**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