



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Kentucky State University Leave of Absence

APPLIES TO:

Kentucky State University Online Students Enrolled in Online Courses

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs
Office of Online Education
Admission's Office
Registrar's Office
Financial Aid
Bursar

APPROVED BY:

The President
Academic Affairs
The Office of Online Education
The Kentucky State University Board of Regents

EFFECTIVE DATE:

12/20/2025

NEXT REVIEW DATE:

5/1/2026

POLICY STATEMENT:

The Leave of Absence (LOA) policy allows eligible students to temporarily pause their academic studies without withdrawing from the KYSU Online. This policy ensures students have reasonable flexibility to address personal, medical, or other significant life circumstances while maintaining their academic standing and enrollment status.

DEFINITIONS:

Leave of Absence (LOA): A formally approved temporary break from coursework for up to one academic year, during which the student is not actively enrolled in classes but remains an active student in institutional records.

Approved LOA: A leave granted after submission of appropriate documentation and institutional review, ensuring the interruption does not affect a student's satisfactory academic progress or financial aid eligibility when applicable.

Unofficial Leave: An absence from coursework not formally requested or approved under this policy, which may lead to administrative withdrawal.

Return from LOA: The formal process of reinstating active enrollment at the conclusion of an approved leave period.

PROCESS:

Eligibility

- Students must have completed at least one term in an eligible program to request a leave.
- Students must be in good academic and financial standing with the KYSU Online at the time of the request.

Request for Leave

- Students must submit a *Leave of Absence Request* form through the Office of Online Education at least two weeks before the start of the desired leave term, except in emergencies.
- Documentation will be required to support the request (for example, medical, military, or personal circumstances).
 - **Medical reasons:** Recovery from illness, surgery, hospitalization, mental health treatment, or ongoing medical conditions.
 - **Family emergencies:** Care for ill or dependent family members, bereavement, or significant family crisis.
 - **Military service or deployment:** Active duty, training assignments, or National Guard call-ups.
 - **Personal hardship:** Financial difficulties, housing instability, or other significant life challenges.
 - **Parental leave:** Pregnancy and childbirth, adoption, or care for a newborn or newly adopted child.
 - **Work-related obligations:** Unplanned job changes, career advancement related to studies, or employer-mandated travel.
 - **Legal obligations:** Court appearances, jury duty, or legal proceedings requiring extended absence.
 - **Other compelling reasons:** Study abroad or travel that enhances academic or professional development, or other extenuating circumstances deemed appropriate by KYSU Online.

Approval and Notification

- The Director of Online Education or designee reviews the request and communicates a decision within ten business days.
- Approved leaves will specify the start and expected return date.

Impact on Academic Standing and Financial Aid

- Students taking an approved LOA maintain their status as active students but are not considered enrolled for the term of the leave.
- Financial aid recipients should consult with the Online Office of Financial Aid prior to requesting a leave, as aid and repayment obligations may be affected.

Return from Leave

- Students must notify the Office of Online Education no later than two weeks prior to the return term's start date.
- Failure to return or request an extension by that date will result in administrative withdrawal.

REFERENCES AND RELATED MATERIALS:

CONTACTS:

Office of Online Education

HISTORY:
