

TCF Academic Catalog Addendum- Dated 10/07/2025

P. 43

Effective Term: Beginning Fall 2025

Applies To: All degree-seeking students

Leave of Absence (LOA) Policy

Overview

A **Leave of Absence (LOA)** allows a student to take a temporary break from enrollment without permanently withdrawing from the College. The purpose of an LOA is to permit time for students to address personal, medical, financial, or other life circumstances that interfere with their ability to maintain active enrollment, with the expectation of returning to resume their studies.

Eligibility

To be eligible for an LOA, students must meet the following requirements:

- Submit a **written Leave of Absence Request Form** to the Registrar's Office.
- The request must be **signed, dated, and include the reason** for the leave.
- Requests must be **submitted prior to the start** of the leave period.
- There must be a **reasonable expectation** that the student will return to complete their program of study.

Duration

- A Leave of Absence **may not exceed 180 days** within any **12-month period**, as defined by federal regulations (34 CFR §668.22(d)).
- In most cases, this equates to **two consecutive semesters**.
- Students who **do not return** by the end of their approved LOA period will be **considered withdrawn** from the College.

Financial Aid Impact

- Federal financial aid regulations limit LOAs to **a maximum of 180 days** within a 12-month period.
- Students who fail to return from an LOA will be reported as **withdrawn effective their last date of attendance**, which will **affect loan repayment or grace periods**.
- Students are **strongly encouraged** to meet with the **Financial Aid Office** prior to submitting an LOA request to understand the financial implications of their leave.

Academic Impact

- Upon returning, students will typically **resume at the same point** in their program where they left off.
- Students should be aware that **course availability, academic deadlines, and program requirements** may change during the leave period.
- Prior to the leave, students must meet with their **Academic Advisor** to plan their return and confirm continued progress toward their degree or certificate.

Withdrawal Determination

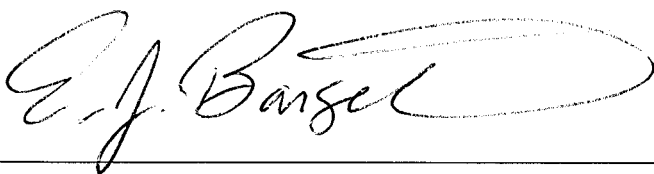
If a student does not return at the conclusion of the approved LOA, the College must treat the student as a **withdrawal**. The **official withdrawal date** will be recorded as the **last date of academic attendance**, not the date the LOA was approved or requested.

Procedure for Requesting an LOA

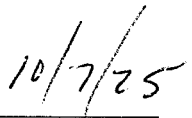
1. Obtain a **Leave of Absence Request Form** from the Registrar's Office.
2. Complete the form, including the **reason for the leave** and the **expected date of return**.
3. Meet with both the **Financial Aid Office** and your **Academic Advisor** prior to submission.
4. Submit the completed form to the **Registrar's Office** before the start of the leave.

Note: This policy has been established in compliance with **U.S. Department of Education regulations** (34 CFR §§668.22(c)(1)(vi) and 668.22(d)) and must be followed by all students receiving federal financial aid.

I, Eric J. Bargerhuff, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective 10/7/2025 and will incorporate this grant policy into the next revision of our catalog.



Dr. Eric J. Bargerhuff, Vice President for Academic Affairs



Date