

## Chapter 5 - Student Services

### AP 5071 Student Leave of Absence

A Mt. San Antonio College student may petition for a one semester leave of absence due to extenuating circumstances, i.e., medical condition which requires extended home stay and/or hospitalization, extended jury duty, or other catastrophic incidents beyond the control of the student. Students withdrawing from college due to military duty are covered under Administrative Procedure 5013.

The leave may be requested by submitting a Petition for Exceptional Action to the Dean of Enrollment Management in the Admissions & Records Office. The leave of absence shall be used only when documented circumstances beyond the student's control force the student to either:

- take a one semester break in enrollment prior to the beginning of a semester; or
- withdraw completely from all courses during a semester.

Students who are denied their petition for a leave of absence may appeal the decision to the College's Board of Appeals. All decisions of the Board are final.

Students who need to extend their leave beyond one semester must file a new petition for each semester.

Students who have left the college due to extenuating circumstances and who have returned to continue their enrollment may petition for a leave of absence retroactively.

Course withdrawals resulting from an approved leave of absence will not be included in the determination of the student's academic progress. Students granted a leave of absence will maintain their continuous enrollment status, including their catalog rights and their registration priority. Students enrolled in specialized college programs leading to state licensure (i.e., Nursing, Radiological Technology) should meet with their department to determine the impact of a leave on their status within their program.

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