

# LEAVE OF ABSENCE

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Students enrolled in online bachelor's programs (i.e., Psychology, B.S; Bible, Theology, and Apologetics, B.S.; Business Management, B.S.) who are in good standing in their last completed term may take a maximum leave of absence (LOA) of two compulsory consecutive terms (fall and spring, or spring and summer, or summer and fall) before they are officially withdrawn from the university. After this time, readmission is necessary to return to the university. A leave of absence consists of both sessions A and B of a single term. Therefore, a student taking a leave in session A of a term would not be able to return in session B of that same term. Biola University's leave of absence policy does not meet the definition of a Title IV Approved Leave of Absence as defined under 34 CFR 668.22 (d). As such, a student will not be reported to the National Student Loan Data System as attending the university during their leave of absence.

Requests for a leave require university notification via the official withdrawal form ([https://biola.formstack.com/forms/biola\\_withdrawal\\_form2/?sso=671ad2c4d14b2](https://biola.formstack.com/forms/biola_withdrawal_form2/?sso=671ad2c4d14b2)). This form must be completed prior to the student's absence from the university. Students should select the LOA option in the "Finalize Withdrawal" section of the form. Students who do not complete the required form or do not register at the end of the approved leave will be officially withdrawn and will be required to complete the readmission process and abide by any applicable changes in admissions, financial aid, and degree requirements.

Students are encouraged to connect with the Financial Aid Office regarding their financial aid status prior to their leave of absence as well as their academic advisor to understand the impact of their leave on their desired path to graduation.