

Procedure No:	ACA-PROC-0017
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: (Procedure Expert)	Office of the Graduate School Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the LOA application of students in the in the Graduate School department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean • Records Officer (RO) – Office of the Registrar • Management Staff – Office of the Graduate School
Procedure Details:	<p>Step 1: The student secures the LOA form (3 copies) from the Management Staff of the Graduate school office.</p> <p>Step 2: The student fills-out the LOA form and submits it to the Management Staff of the Graduate School Dean for approval.</p> <p>Step 3: The Management staff receives the LOA Form and schedules the release date of the approved LOA form. The Management Staff forwards the LOA form to the Dean for approval.</p> <p>Step 4: The Dean approves the LOA form by signing on the "Approved by:" portion of the form and forwards it back to the management staff.</p> <p>Step 5: On the scheduled release date, the student receives a copy of the approved LOA Form from the Management staff.</p> <p>Step 6: The Management staff forwards one (1) copy the LOA form to the Registrar's Office and files the other copy to the Graduate School Office.</p>
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

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.