LEAVE OF ABSENCE AND WITHDRAWAL

Leave of Absence
If you have completed at least one term/session of your degree program at the University and can demonstrate extenuating circumstances beyond your control, you may request a leave of absence. A leave generally permits you to suspend studies and return to the version of the program that you left.

You must complete and sign a Leave of Absence Request Form and submit it through the Office of Student Support for approval. As appropriate, provide documentation to support your request. If you are seeking a leave of absence in the middle of a term/session, there may be impacts to your funding and/or loan deferment; therefore, you should speak with the Student Finance Office prior to submitting the leave request.

You may request up to one period of leave per calendar year. A leave may be from four weeks to two terms in duration, though your return date will be dependent on course availability.

If you request and receive approval for a leave of absence during a term/session, you will receive a "W" grade for each attended course, unless the start of the leave is in the final two weeks of the term/session in which case each traditional course will receive a temporary "IP" grade until it is finalized at the end of the term/session as defined under Administrative Withdrawal From a Course (https://catalog.purdueglobal.edu/policy-information/registration/). Module courses successfully completed before the leave will be recorded as such on the transcript.

If you are an active-duty servicemember, in the National Guard or Reserves, or are a military family member, you may take a military leave of absence at any point in your current enrollment for a period of up to 12 months. You may also have the option to renew this status one time for up to a total of 24 months of leave; however, if you exercise this option, you will return to the version of the degree program in effect at the time of your return.

If you do not return to class by the scheduled date and later choose to return to the University, you will need to return to the current version of the program. You are not eligible for financial aid while on leave. Please note that your lender entitles you to a 6-month grace period of the program. You are not eligible for financial aid while on leave.

Administrative Withdrawal From the University
If you are enrolled in a non-ExcelTrack program, you will be administratively withdrawn from your program if you have not logged attendance in any classes by the end of the twelfth day of the term/session. In an ExcelTrack program, if you do not log attendance in any classes by the end of the twelfth day of the term/session, you will be administratively withdrawn.

If you withdraw from and reenter a nursing or health science program, you may not return sooner than the beginning of the next grading period/term. If you withdraw from the University and wish to return, you must apply for readmission and may not return sooner than the beginning of the next grading period/term.

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Requesting to Officially Withdraw From the University
Circumstances sometimes require that you withdraw from the University. If your situation warrants withdrawal, please follow the steps below:

1. Meet with a Student Advisor via telephone, mail, or electronic notification to discuss your decision to withdraw. We will seek to make reasonable efforts to assist you in continuing your education.
2. Once you have officially notified the above indicated designee of your intent to withdraw, you should contact the Student Finance Office only if you intend to withdraw from in-progress courses. The Student Finance Office can answer questions regarding financial obligations to the University and student loan repayment responsibilities. All students should refer to the Tuition Refund Chart (https://catalog.purdueglobal.edu/policy-information/financial/refund/) for information on how institutional refunds are calculated. Students utilizing Federal Financial Aid, such as Federal Student Loans or Federal Pell Grant, should also refer to the Return of Title IV Financial Aid section of the Purdue Global Financial Aid Information Guide (https://www.purdueglobal.edu/paying-for-school/tuition-fees/financial-aid-info.pdf) for specific calculation information.

3. If you are using Veterans education benefits and withdraw from the University, a notice of termination of enrollment will be sent to Veterans Affairs.
4. A request to withdraw from the University while courses are in progress will result in a "W" grade for each attended course, unless the request is made during the final two weeks of a term/session in which case each traditional course will receive a temporary "IP" grade until it is finalized at the end of the term/session as defined under Administrative Withdrawal From a Course (https://catalog.purdueglobal.edu/policy-information/registration/).
5. If you withdraw from the University and wish to return, you must apply for readmission and may not return sooner than the beginning of the next grading period/term.