



**Policy Title**  
**Leave of Absence Policy**

**Policy Number**  
**1-029**

<b>Responsible Unit:</b> Office of Academic Affairs	<b>Effective Date:</b> June 14, 2021
<b>Responsible Official:</b> Vice Chancellor for Academic Affairs	<b>Last Reviewed Date:</b> June 14, 2021
<b>Policy Classification:</b> Academic Affairs	<b>Last Revised Date:</b> June 14, 2021
	<b>Origination Date:</b> Before 2019

**I. Policy Purpose**

The purpose of this policy is to inform Southern University Law Center (SULC) students of the process for applying for a leave of absence and the conditions on a leave of absence.

**II. Policy Scope**

This policy applies to students.

**III. Policy Compliance**

Failure to abide by this policy may result in a student's not being able to take a leave of absence or being delayed in returning from a leave of absence.

**IV. Policy Definitions**

Not applicable.

**V. Policy and Applicable Procedures**

Students may apply for a leave of absence in accordance with the procedures prescribed by the Office of Academic Affairs. Students must provide a reason for the requested leave of absence, explain the activities in which they will be engaged during the leave of absence, and contact information for the student while the student is on the leave of absence. The decision to grant or deny a requested leave of absence is to be made by the Vice Chancellor for Academic Affairs. A leave of absence can only be granted one year or less. Students should notify the Office of

Academic Affairs, at least three months before returning to school from a leave of absence, of the student's intent to return to school.

**VI. Policy Related Information**

Not applicable.

**VII. Policy History and Review Cycle**

This policy was originally established prior to 2019 when the uniform policy format was established. The policy was reviewed and revised on June 14, 2021. The policy is on a five-year review cycle. The responsibility for periodic review of the policy lies with the Vice Chancellor for Academic Affairs.

**VIII. Publication of Policy**

This policy is published at <https://www.sulc.edu/page/sulc-policies>.

**IX. Policy Approval**

This policy was approved by the faculty on June 14, 2021.

  
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John K. Pierre  
Chancellor, Southern University Law Center

June 14, 2021  
Date