

GUIDELINES FOR FILING OF LEAVE OF ABSENCE FOR STUDENTS

1. Leave of Absences of 3 days or less may be filed directly to the department concerned. A copy of the LOA form should be submitted to the Office of the Associate Dean for Student and Faculty Affairs for record purposes.

2. For leaves of more than 3 days,

A. Submit the properly accomplished form within four (4) working days from the start of the leave to the Associate Dean for Student and Faculty Affairs for review and recommendation. Otherwise the student will be considered Absence Without Leave (AWOL) and it will be placed on record.

B. Await for final approval from the Dean. This process would take a maximum of 3 working days.

C. Only the first 3 days of the leave will be considered approved until it has been signed by the Associate Dean for Student and Faculty Affairs and the Dean. For leaves that entail a significant period of absence, please make sure you are available for clarification. Additional requirements may be necessary for approval or upon return from the leave.

3. A student is allowed a maximum leave of absence of one year applied to the current academic year. The Student must re-enroll in the next academic year to avoid being dropped from the rolls.

4. If a student, who is failing in his or her class standing, files for an LOA after the second periodical and the duration of the LOA will not allow him or her to complete the academic requirements for the school year; the student will receive a failing grade for that subject. If the student is eligible to proceed, he or she must repeat the subject.