

# Leave of Absence

A student can request a Leave of Absence mid-semester or at the end of the semester for medical or non-medical reasons. Students may request a Leave of Absence for up to 180 days in any 12-month period or through the end of the current semester; whoever come first. The effective start date of a Leave of Absence is the approval date of the leave. A Leave of Absence is for students expecting to return to Active Status in the next semester. Students that do not enroll before the first day of classes in the following semester will be automatically switched into an Inactive Status effective their last date of attendance.

Students must consult with the Office of Admissions and Financial Aid before requesting a Leave of Absence. Students studying on a student visa must consult with their International Adviser before requesting a Leave of Absence. Students taking an approved leave during the middle of a semester are eligible for refunds according to the refund policies in the *Academic Catalog*.

There are two types of Leaves:

## **Medical Leave of Absence:**

A Medical Leave of Absence is authorized by the Dean of Students (or designee) on the basis of a recommendation from the Director of Health Services or the Director of Counseling Services. Students on a Medical Leave must focus on the evaluation of, treatment for, and management of the illness or condition that necessitates the leave. The Dean of Students (or designee) will communicate the terms of the leave as well as the conditions and procedures for returning to NEC.

When a Medical Leave is authorized, students are dropped or withdrawn from courses based on the effective date of the leave. In exceptional cases, incomplete grades may be granted for mid-semester medical leaves, depending on course content, permission of the instructor, and the date of the leave.

Students currently on a Medical Leave should notify the Dean of Students (or designee) when they are prepared to return to NEC. Letters of intent are due by March 1 for a September return and October 1 for a January return. The primary provider responsible for treatment during the leave should provide diagnosis and treatment documentation. This documentation will be reviewed by the Director of Health Services or the Director of Counseling. After returning from a Medical Leave, students will be expected to meet with the appropriate HCC staff member(s) as directed.

## **Non-Medical Leave of Absence:**

A Non-Medical Leave of Absence is approved by the Dean of Students (or designee). These are typically sought due to professional development opportunities and personal/family circumstances. Students will be reclassified to the appropriate class year at the end of the semester in which they file their leave. Students who have obtained prior approval from their Academic Advisor may earn academic credit while on leave and will be reclassified, if appropriate, once these credits are posted to their transcript.

Please see **Change of Status** form for further information.

# Leave of Absence Request Form

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Major \_\_\_\_\_ Degree Program (*circle one*) UD BM GD MM DMA AD

Studio Instructor \_\_\_\_\_

I wish to take a Leave of Absence from New England Conservatory for:

\_\_\_\_\_ Medical Reasons: must include Change of Status form and medical documentation

\_\_\_\_\_ Non-Medical Reason: must include Change of Status form and documentation

Effective Date: \_\_\_\_\_

Reason(s) for requesting a Leave of Absence (**required**):

I intend to return: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_

I understand the attached information sheet as well as the Change of Status information sheet.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required Signatures** (signatures should be obtained in the order written below)

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Department Chair \_\_\_\_\_ Date \_\_\_\_\_

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Financial Aid Officer \_\_\_\_\_ Date \_\_\_\_\_

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Academic and International Student Advisor \_\_\_\_\_ Date \_\_\_\_\_

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Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to:

Office of Student Services 290 Huntington Avenue Boston, MA 02115

Fax: (617) 585-1315 Email: [studentservices@necmusic.edu](mailto:studentservices@necmusic.edu)