

University Policy 2.02.08

Leave of Absence

Revised Policy Approval Date: May 8, 2015

Revised Policy Effective Date: July 1, 2015

Revised Procedure Approval Date: July 11, 2022

Revised Procedure Effective Date: July 27, 2022

POLICY STATEMENT

Capella University FlexPath students may request a planned leave of absence from their academic program when medical conditions prevent their active registration and engagement in their course(s).

Under extreme circumstances, a leave of absence from an academic program may be granted for other reasons. Students with loan obligations are advised to contact their lender(s) to discuss their circumstances and loan repayment status during their leave of absence.

RATIONALE

The purpose of this policy is to describe the parameters, based on sound principles and legal and regulatory requirements, for a planned leave of absence for FlexPath students. GuidedPath students are not eligible for medical leave of absence but may request up to four consecutive quarters of inactivity.

DEFINITIONS

Academic Program

An academic program is any credentialed academic offering and its components, including but not limited to a degree, specialization, concentration, certificate, or delivery model in which a student is enrolled.

PROCEDURES

I. Medical Leave of Absence

Medical leave of absence is available only to those FlexPath students who began their program before October 2022 and have not had a change of catalog, academic program, or billing structure effective October 2022 or later. Procedures for eligible students are described in this section.

A. Access to Services

During a leave of absence, students have access to Academic Advising services.

However, students will not have access to other academic services, including academic or mentoring support and the Capella University Library.

B. Academic Standing and Financial Aid Satisfactory Academic Progress Status

Students on academic probation per university policy *3.01.04 Academic Standing* or financial aid probation per university policy *3.01.05 Financial Aid Satisfactory Academic*

Progress at the time a leave of absence was granted will remain at the same status upon returning from the leave of absence.

C. Criteria

1. Students may request a planned FlexPath medical leave of absence for circumstances protected under the Family Medical Leave Act (FMLA).
2. A FlexPath medical leave of absence status cannot be granted retroactively.

D. Requesting a FlexPath Medical Leave of Absence

1. To request a FlexPath medical leave of absence, students must complete and submit the [FlexPath Leave of Absence Request Form](#) located on Campus. Students must indicate the beginning date of the leave of absence and the anticipated date of return. Students must also submit documentation from a medical provider certifying the need for the medical leave of absence. The request will not be considered until documentation is submitted.
2. Students may not request a FlexPath medical leave of absence for more than a total of 180 calendar days in any 12-month period.

E. FlexPath Medical Leave of Absence Approval

1. Upon receipt of the request, the Admissions & Records Operations department will review the request, issue a decision, and notify the student via email.
2. Students granted a FlexPath medical leave of absence will be dropped from any courses in which they were registered during the leave of absence, and Capella will report their leave status to the National Student Clearinghouse.
3. Billing dates will be adjusted for an approved FlexPath leave of absence.

F. Returning from a FlexPath Medical Leave of Absence

1. Students may resume courses upon return from a FlexPath medical leave of absence.
2. Upon returning from a leave of absence, students will remain under the same catalog that was in effect at the time the leave of absence was granted.
3. If students do not resume registration at the end of an approved leave of absence, the student's withdrawal date is the date the student began the leave of absence.
4. It is the student's responsibility to contact their financial aid lender when taking a leave of absence, as it may affect their federal loan grace period. Students who fail to return from a leave of absence will be reported to their financial aid lender.

II. FlexPath Leave of Absence Due to Other Circumstances

Capella FlexPath students requesting a leave of absence from their academic program for any circumstances other than medical conditions, active military service, active military service of a spouse, or national emergency should follow the procedures outlined for requesting a FlexPath medical leave of absence.

POLICY OWNERS

Academic Owner: Provost

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 2.02.02 Course Registration
University policy 2.02.07 Changing Academic Program
University policy 2.02.12 Military Leave
University policy 3.01.04 Academic Standing
University policy 3.01.05 Financial Aid Satisfactory Academic Progress
University policy 3.04.05 Attendance at Residencies
University policy 3.04.07 Grading
University policy 3.04.08 Incomplete Grades
University policy 4.03.01 Tuition and Fees
University policy 4.03.02 Tuition and Fee Refunds

REVISION HISTORY

Original Policy Approval Date: April 1, 2006
Revision Dates: 6-1-07; 8-1-08; 5-20-11; 7-24-13; 5-8-15; 8-11-16; 7-11-22
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