

### REQUEST FOR A LEAVE OF ABSENCE

A student who wishes to take a leave of absence must receive approval from the Program Director of Athletic Training subject to the following requirements:

1. A student, not under Conditions of Probation or a Learning Contract, may request a leave of absence for up to one year. Conditions of Probation will be established upon the student's return to the program if:
  - a. The student has completed at least half of an academic semester and the student's academic performance, based on the midterm grades, qualify the student for Academic Probation or Academic Dismissal.
  - b. The student has completed at least half of a clinical experience at the time a request for a leave of absence is made and the performance of the student is not at the level expected for the clinical experience. The student's performance will be determined by the clinical instructor's midterm assessment and discussion between the Academic Coordinator of Clinical Education and the clinical instructor.
2. A student, who is under Conditions of Probation or a Learning Contract, may request a leave of absence upon establishing to the satisfaction of the Program Director a specific reason for the leave. If such a leave is granted, the Conditions of Probation or Learning Contract in effect at the time leave was granted will continue to be in effect upon the student's return to the program. The time frames of the Conditions of Probation or Learning Contract will be adjusted for the amount of time the student was away from the program. Additional Conditions of Probation will be established upon the student's return to the program if:
  - a. The student has completed at least half of an academic semester and the student's academic performance, based on the midterm grades, would qualify the student for Academic Probation or Academic Dismissal.
  - b. The student has completed at least half of a clinical experience at the time a request for a leave of absence is made and the performance of the student is not at the level expected for the clinical experience. The student's performance will be determined by the clinical instructor's midterm assessment on the Clinical Performance Instrument and discussion between the Academic Coordinator of Clinical Education and the clinical instructor.
3. If the student is granted a leave due to a physical or mental condition, the student must provide proof that the condition is under control or resolved and that they can meet the technical standards of the Program in Athletic Training prior to reinstatement in the program.
4. Granting a request for a leave of absence is subject to the enrollment numbers and space availability of the class to which the student is requesting to return. Upon returning to the program, the student will be required to fulfill any curricular changes or other requirements that have been instituted while the student was away from the program. Reasonable effort will be made to notify the student prior to a leave of absence, of any known proposed changes. However, unforeseen changes are always a possibility.
5. Requests for leaves of absence must be made in writing to the Program Director of Athletic Training.