

## LEAVE OF ABSENCE (LOA)

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and should specify the period of the leave. The leave should not exceed one year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal without prejudice to readmission. [Art 401, UP Code, as amended at the 1067th BOR meeting, 07 July 1993]

The college, through the Dean or his duly authorized representative, shall inform (1) the University Registrar and (2) the parents/guardian of every student granted leave of absence of such leave, indicating the reasons for the same and the amount of money refunded to the student, if any. [note No. 1 under Art. 401]

For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the student's class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades. [note No. 2 under Art. 402, UP Code 1975]

If a student who withdraws after  $\frac{3}{4}$  of the total number of hours prescribed for a course has already lapsed, his instructors may submit a grade of 5 for him if his class standing up to the time of his withdrawal is below 3. [Art 402, UP Code 1975]

A student who withdraws from a college without formal leave of absence shall have his registration privilege curtailed or entirely withdrawn. [Art 403, UP Code 1975]

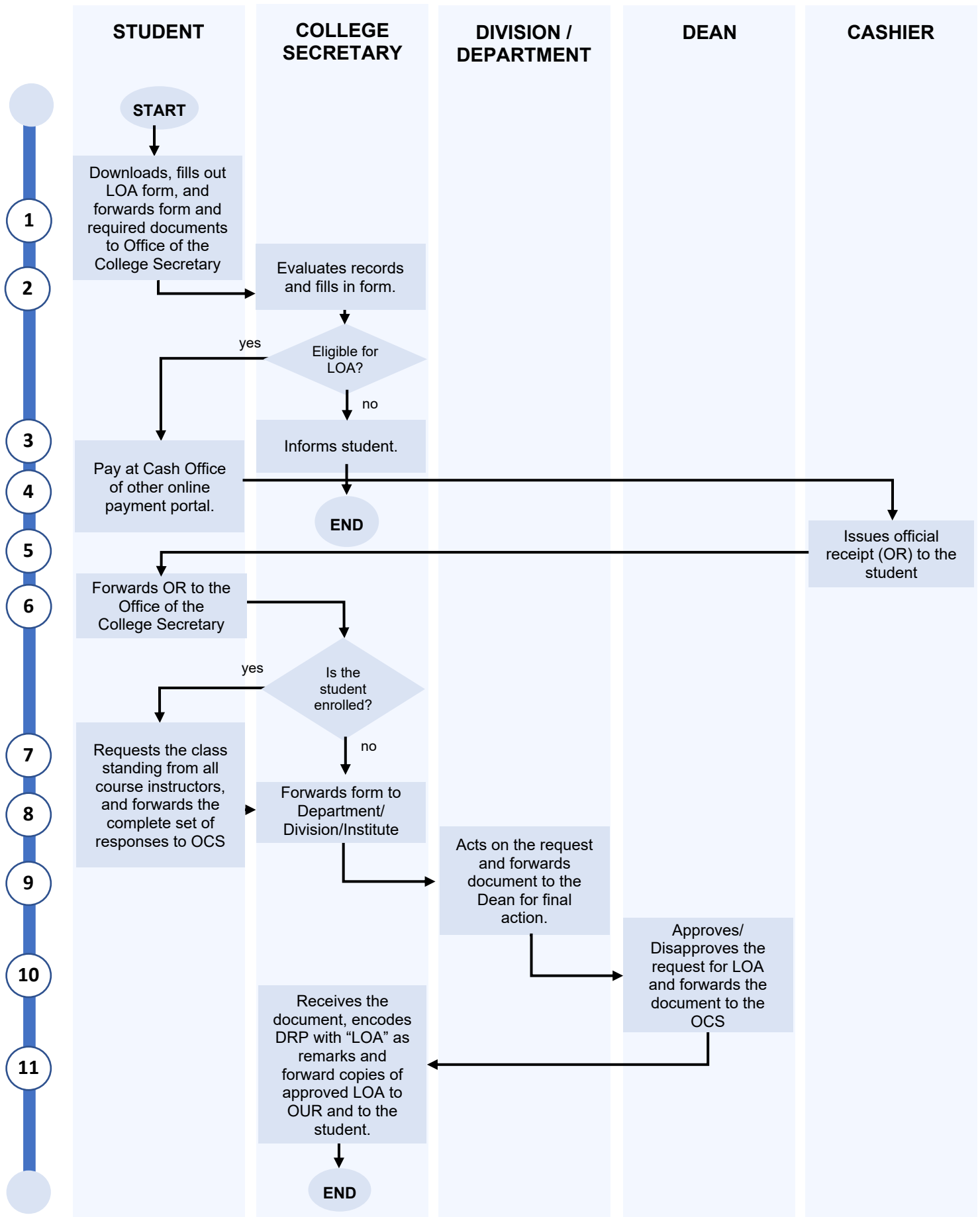
### NOTES:

1. No application for LOA shall be accepted after the deadline for filing set in the academic calendar.
2. Each college shall check the student's CRS account prior to filing of LOA to ensure that the student settles his/her accountability before he/she leaves the University.
3. The Registrar's Office and the parents/guardian are provided copies of the approved application for LOA. The reason for which the LOA is applied, and the period of the leave must be specified in the application.
4. Students who are on leave of absence need no longer apply for readmission. In case of health reason, the student is required to submit medical certificate prior to enrolment.
5. The absolute maximum allowable period for LOA is two years, when not taken in two successive years, the aggregate leaves should not exceed two years. Beyond the two years maximum, students should apply for honorable dismissal without prejudice to readmission. Otherwise, the student will be considered on AWOL.
6. It is mandatory for the faculty members concerned to indicate the class standing of the student (passing or failing) if the LOA is availed of after the midterm.
7. A student who went on LOA should be given a grade of "DRP" with "LOA" under Remarks on the grading sheet. Instructors should not put "LOA" as a grade.
8. The last day for filing application for LOA is two weeks before the last day of classes in the semester. The essence of leave of absence is "withdrawal of the student from his/her classes during the semester." Thus, the assumption is that the student is enrolled prior to withdrawal.
9. Since a student who goes on LOA is not in residence during the semester, he/she is on leave, the LOA should not be counted towards MRR

[Approval of LOA is included in the delegated authority for the College Secretary. Memo No. FN 90-68 dated 08 August 1990]



### Leave of Absence (LOA)





# UNIVERSITY OF THE PHILIPPINES VISAYAS

## APPLICATION FOR LEAVE OF ABSENCE



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

**THE DEAN**

[Name of College]

[Address of College]

Sir/Madam:

I, \_\_\_\_\_ with Student Number \_\_\_\_\_ would like to apply for leave of absence from my degree program/course in \_\_\_\_\_ effective First/Second/Third Semester/Trimester AY \_\_\_\_\_ up to First/Second/Third Semester/Trimester AY \_\_\_\_\_.

REASON/S FOR LOA: \_\_\_\_\_

Very truly yours,

Noted by:

\_\_\_\_\_  
Signature of Student\_\_\_\_\_  
Name and Signature of Parent/Guardian

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

**Note to the student:**

1. Accomplish college clearance and secure certification from the Director of Student Affairs that you have no pending case. If the leave of absence is due to sickness, please attach **MEDICAL CLEARANCE** from the UP Health Service.
2. If withdrawal is after  $\frac{3}{4}$  of the semester/term, your instructor may give you a grade of "5" if your class standing up to the time of withdrawal is failing.
3. NO leave of absence is permitted within two weeks from the last day of classes.

**Note to the Instructor:**

If the leave of absence is to be taken **after the mid-semester period**, which is on \_\_\_\_\_, the instructor concerned is required to indicate the class standing of the student at the time the leave is applied for.

Count	Subject enrolled	Class standing	Instructor's signature	Count	Subject enrolled	Class standing	Instructor's signature
1				5			
2				6			
3				7			
4				8			

SCHOLASTIC STANDING as of the last semester: \_\_\_\_\_, AY \_\_\_\_\_:

☐ Good☐ Probation☐ Enrolled☐ Warning☐ Readmitted☐ Not enrolled**CLEARANCE**\_\_\_\_\_  
Name & Signature of Program Coordinator\_\_\_\_\_  
Date\_\_\_\_\_  
Name & Signature of University Librarian\_\_\_\_\_  
Date\_\_\_\_\_  
Name & Signature of College Secretary\_\_\_\_\_  
Date\_\_\_\_\_  
Name & Signature of Director of Student Affairs\_\_\_\_\_  
Date**NOTED:**☐ APPROVED / ☐ DISAPPROVED:\_\_\_\_\_  
Name & Signature of Adviser\_\_\_\_\_  
Date\_\_\_\_\_  
Name & Signature of Dean\_\_\_\_\_  
Date

LOA FEE paid under O.R. No. \_\_\_\_\_ dated \_\_\_\_\_ in the amount of One Hundred Fifty Pesos (P150.00).

**Note:** LOA should not exceed one year but may be renewed for at most another year. When not taken in two (2) successive years, the aggregate LOA should not exceed two (2) years.