Leave of Absence

Students may contact the Student Services (Records) Office to apply for a leave of absence if they are forced to be absent for an extended period of time but plan to return to school once the leave is over. A student must be able to pick up in their coursework at the point he/she left off. Prior approval from instructors and the Dean of Academic Affairs is required. A student on an approved leave of absence is not considered to be withdrawn (per instructors and Dean of Academic Affairs). A student may be granted only one leave of absence, not to exceed 180 days, within a 12-month period. Multiple leaves within a 12-month period are permissible for military reasons or for circumstances covered by the Family and Medical Leave Act: 1) serious health condition of student; 2) care of a child, spouse or parent with a serious health condition; 3) childbirth, or 4) adoption of a child or fostering a child.

If a student does not return to school from an approved leave of absence, the school will determine the student’s withdrawal date to be the date the leave of absence began. Any refund/repayment obligations owed by the student will be calculated using that date.

Revised – March 2016

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

This information is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service - ann.vidovic@itascacc.edu or 218-322-2433 or 1-800-996-6422.

Complaints should be directed to: Bart Johnson Administration Building 218-322-2388 bart.johnson@itascacc.edu

If you require an accommodation for a disability, please contact: Ann Vidovic Backes Center 14 218-322-2433 ann.vidovic@itascacc.edu