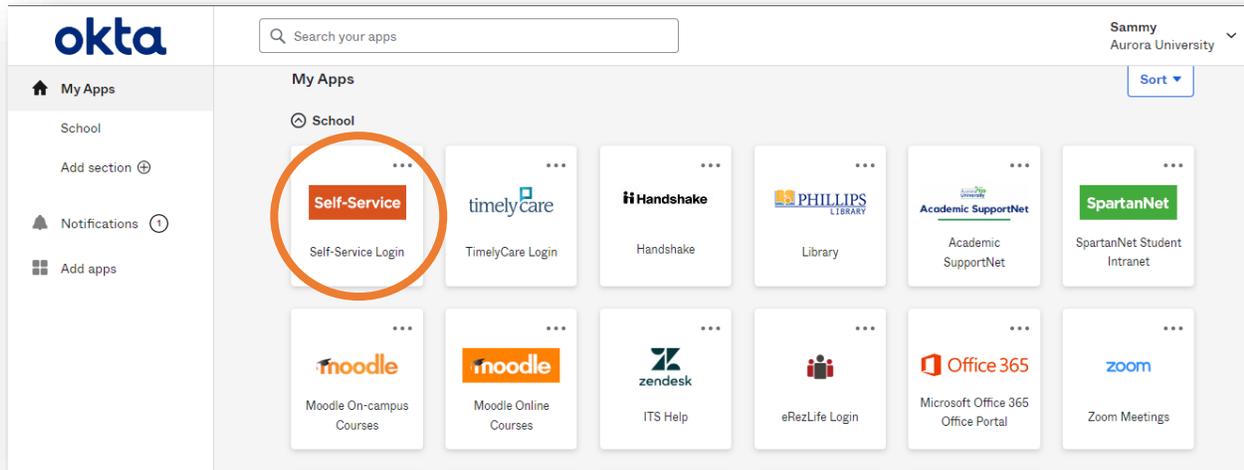
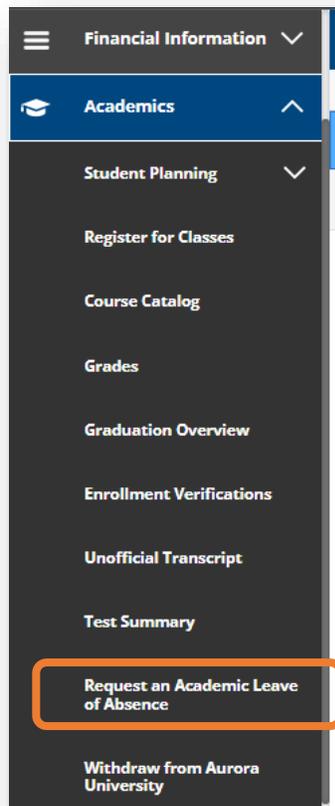


Requesting an Academic Leave of Absence in Self-Service

STEP 1: After logging into your Okta dashboard via aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 2: Access the **Request an Academic Leave of Absence** sub-menu under **Academics** by clicking the three horizontal bars in the top left corner of your Self-Service page.



Requesting an Academic Leave of Absence in Self-Service

STEP 3: Read through the information and regulations for an Academic Leave of Absence. Click the **I understand and accept** button.

Aurora University sspartan01 [Sign out](#) [Help](#)

Academics > Request an Academic Leave of Absence

If you have questions regarding Student Planning, please email advise@aurora.edu.

Request an Academic Leave of Absence

ACADEMIC LEAVE OF ABSENCE INFORMATION
Students wishing to interrupt their studies at Aurora University for more than one academic semester excluding summer need to complete the "Withdrawal/Academic Leave of Absence" form in Self-Service.

- Submission of a completed Self-Service form will result in the cancellation of all future course registrations. Students indicating that they will not complete the semester will also have all currently active courses dropped if submitted by the drop deadline.
- Students who will not be completing the current semester should inform themselves about consequences to financial aid, veterans benefits, visa status, housing, and other considerations before submitting the form. Financial aid recipients may have additional financial obligations to meet once their aid is recalculated based on their official or unofficial withdrawal date.
- Students will receive an email confirmation (to their AU email account) once the form is processed. Students should continue checking their AU email throughout their LOA for important information from the university.
- Students wishing to take a Medical Leave of Absence (MLOA) MUST send an email to mloa@aurora.edu to request the appropriate paperwork. Do not use this form.
- Students wishing to take a Military Leave of Absence (MilLOA) should contact the Office of the Registrar at registrar@aurora.edu for additional details.

Questions? Contact the Office of the Registrar (registrar@aurora.edu).

ACADEMIC LEAVE OF ABSENCE (LOA) REGULATIONS

- LOAs may be granted for up to two academic years (four semesters excluding summer).
 - Students on LOAs for no more than two consecutive semesters (excluding summer) will generally be allowed to return under the catalog that was in effect when they were last enrolled as long as this does not result in an obligation on the part of the university to provide coursework or programs that have been altered or discontinued in the interim.
 - Students on LOAs for three to four consecutive semesters (excluding summer) will be required to return under the catalog in effect at the time of their return.
 - Students on LOAs that have expired after four consecutive semesters (excluding summer) must apply for readmission through the Office of Admission.
- Students who interrupt their studies for one academic semester (excluding summer) without a LOA and need to extend their leave for additional semesters must submit the LOA form prior to the end of the second week of the second semester of absence.
- For students who begin a LOA before the end of the second week of the semester, the counting of consecutive semesters will begin with the current semester. For students who begin a LOA after the end of the second week of the semester, the counting of consecutive semesters will begin with the next semester (excluding summer).
- Students who are on a LOA and are ready to return must complete a [Return from Academic Leave of Absence form](#) prior to the beginning of the desired semester of return. Students whose LOA has expired must contact the Office of Admission to reapply to the university.
- Students who plan to attend another institution during a LOA must submit a [Petition for Prior Approval](#). Without an approved Petition for Prior Approval on file, the LOA is cancelled and the student must apply for readmission through the Office of Admission.
- For students on a LOA with approved incomplete/deferred grades, the original deadline for completion of work for an X or I grade will be maintained unless an extension is approved by the Office of the Registrar before or at the time of the approval of the LOA. A LOA does not automatically extend the completion deadline for an X or I grade.

I have reviewed Aurora University's regulations governing Academic Leave of Absence, and I understand that I am bound by all of the above provisions.

[I understand and accept.](#)

STEP 4: Complete all required fields on the request form. Click the Submit button at the end of the form.

Aurora University sspartan01 [Sign out](#) [Help](#)

Academics > Request an Academic Leave of Absence

If you have questions regarding Student Planning, please email advise@aurora.edu.

Request an Academic Leave of Absence

Academic Withdrawal / Leave of Absence For

Star Spartan

Mailing Address Line 1 *

Mailing Address Line 2

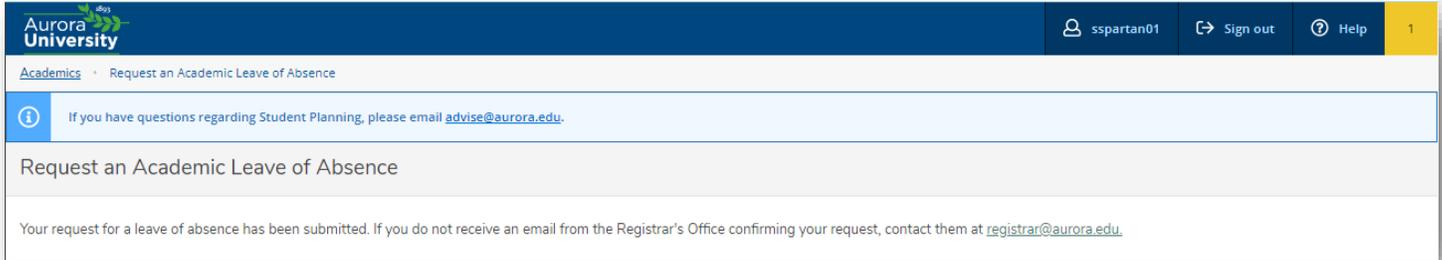
City *

State *

Zip Code *

Requesting an Academic Leave of Absence in Self-Service

STEP 5: A confirmation message will display stating your request has been submitted.



The screenshot displays the Aurora University self-service portal interface. At the top left is the Aurora University logo. The top right navigation bar includes a user profile icon labeled 'sspartan01', a 'Sign out' button, a 'Help' button, and a yellow notification badge with the number '1'. Below the navigation bar, the breadcrumb trail reads 'Academics > Request an Academic Leave of Absence'. A light blue information banner contains an information icon and the text: 'If you have questions regarding Student Planning, please email advise@aurora.edu.' The main content area is titled 'Request an Academic Leave of Absence' and features a confirmation message: 'Your request for a leave of absence has been submitted. If you do not receive an email from the Registrar's Office confirming your request, contact them at registrar@aurora.edu.'