

Leave of Absence (LOA) Procedures

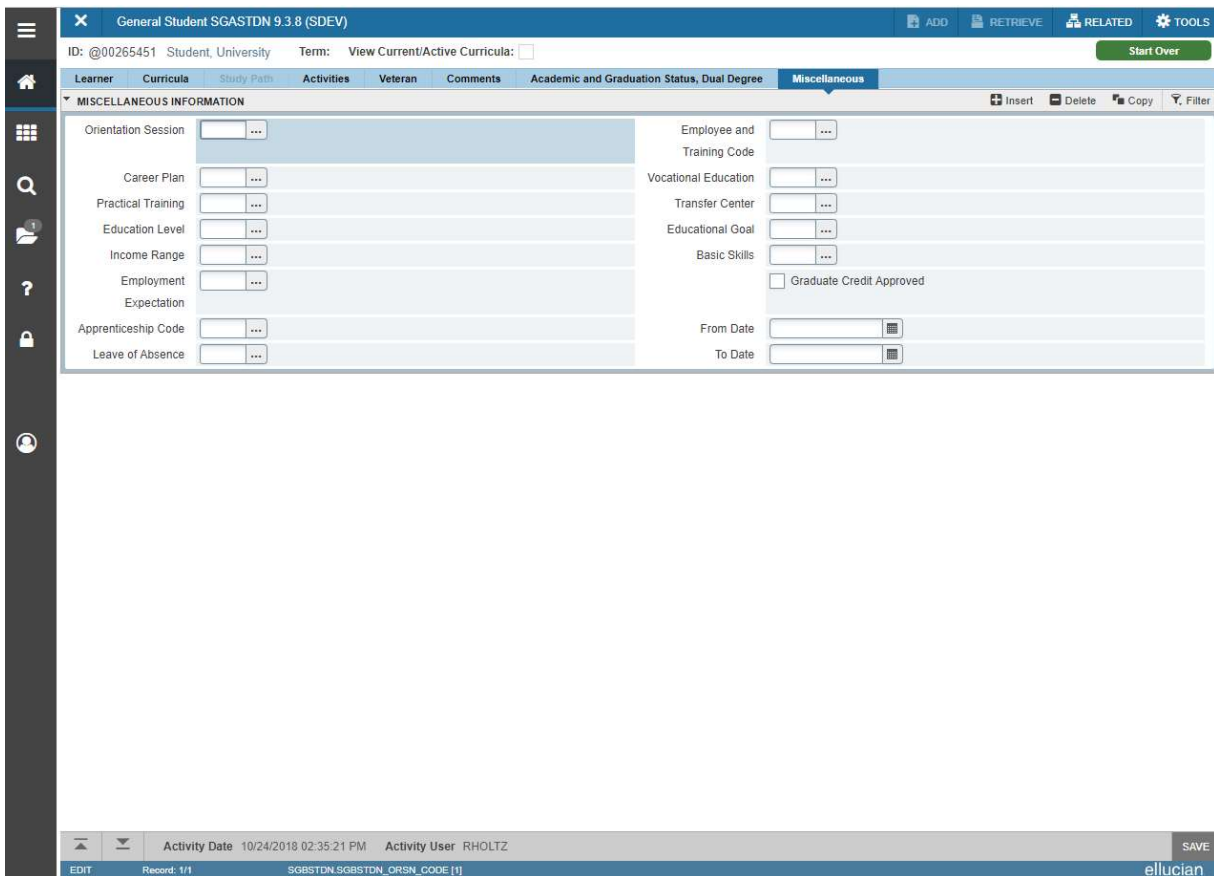
There are two instances of LOA: Title IV and UMB School approved.

Title IV Loan Deferment

Title IV LOA can only be for Military or medical reasons. The Office of the Registrar (ORR) is in charge of Title IV Loan Deferment requests. If you are granting a Title IV LOA, you will have to send a letter/e-mail to ORR and it will count towards the Federal maximum of 180 days of loan repayment deferral. The letter must include the student's ID, beginning and end dates for the LOA, and the reason. ORR will enter the LOA on the General Student SIMS form.

School Tracking LOA Reasons

Individual schools can record the reason for an LOA via the *Miscellaneous Tab* on the SGASTDN form (as pictured below). LOA reasons are stored in the *Apprenticeship Code* field. This field is called *Leave_of_Absence* in the General Student Core View. Once you enter a code (use the List of Values if necessary), **Save** your changes.



The screenshot shows the 'Miscellaneous' tab of the 'General Student SGASTDN 9.3.8 (SDEV)' form. The form is titled 'General Student SGASTDN 9.3.8 (SDEV)' and includes a 'Start Over' button. The 'Miscellaneous' tab is active, showing a grid of fields for 'MISCELLANEOUS INFORMATION'. The fields are:

Orientation Session	Employee and Training Code
Career Plan	Vocational Education
Practical Training	Transfer Center
Education Level	Educational Goal
Income Range	Basic Skills
Employment Expectation	<input type="checkbox"/> Graduate Credit Approved
Apprenticeship Code	From Date
Leave of Absence	To Date

The bottom of the form shows the 'Activity Date' as 10/24/2018 02:35:21 PM, 'Activity User' as RHOLTZ, and a 'SAVE' button. The footer includes 'EDIT', 'Record: 1/1', 'SGASTDN.SGASTDN_ORSN_CODE [1]', and 'ellucian'.