Leave of Absence Policy Proposal – March 1, 2011

It is proposed that Dixie State College implement a “Leave of Absence” policy, allowing students who participate the opportunity to return to DSC without completing the readmission application or paying the readmission fee. A person will be designated within the admissions office to the point of contact, and will monitor this program and respond to any questions. A website will be created to promote this program along with a form to capture the appropriate information. Their record will be flagged appropriately in Banner.

The rationale behind this policy will be to better capture why students are leaving DSC which will at times improve our retention rate in IPEDS, and also as a recruiting tool for students who know they can return to DSC with minimal effort.

Proposed addition to Admissions Policy –

L. Leave of Absence. Students who are returning to Dixie State College after an absence of three or more semesters will not be required to complete the readmission application or pay the readmission fee by participating in the Leave of Absence program. Upon completion of the LOA form prior to the last day of classes in the term for which they are enrolled, students will be allowed to return with the aforementioned conditions after contacting the Leave of Absence coordinator and providing updated contact and intention information. The LOA form and additional information are available online at:

https://www.dixie.edu/admissions/?page=Leaveofabsence