



Plugged into Advising: Leave of Absence & Return to VT

OUR
3/12/24

Policy & Reason

- Requires UG/AS students who have not had registration at VT for more than two consecutive primary (spring/fall) terms to go through a reenrollment process
- Within this policy it also stipulates a Leave of Absence option for students to retain their matriculation
- This will greatly help with creating accurate reporting, lend to long-term course scheduling improvements, as well as flag students coming back to VT for the support they need via proactive advisement and other resources

Leave of Absence (LoA)

- Optional action for a student to proactively inform VT that they will be sitting out for up to a year, usually for extenuating circumstances
 - Students cannot take an LoA if:
 - Already on an LoA (i.e., no back-to-back leave)
 - On any form of suspension (academic, conduct, or integrity)
 - If an international student
- LoA protects a student's catalog rights (i.e., degree requirements)
- Student will fill out the LoA form located on the [OUR Enrollment](#) webpage which takes ~1 minute to fill out (confirmation email sent to student)

Inactivation & Return to VT

- Students receive an “RA” status in Banner, which prevents registration, after the last day to add of the third primary term lacking enrollment
 - It is important to note this does not impact their access to email and/or their VT credentials (i.e., PID), those are separate processes in IT
 - By this time, the email most likely has already been inactivated
 - Time out from Leave of Absence counts towards the 2 primary semester clock
- When trying to register, students with an RA status will receive an error explaining their inactivation and links them directly to the Return to VT form
- When the student is ready to return (lacking enrollment *or from LoA*), they will fill out the [Return to VT](#) form which is located in the same platform as the LoA request

As of March 2024

- Return to VT and LoA forms are live and currently being used; [OUR Enrollment](#) webpage updated
- OUR and Academic Advising Initiatives working closely on both data and procedural actions to support advisors and students
- The first batch of student records inactivated was completed on 3/11/24 and will continue throughout the calendar year
- Improvements on forms and processes will continue, along with Academic Initiatives and Adv Directors kept up-to-date by OUR

Visual References

Inactivation Registration Error

- If student is inactivated (RA status), they will see this error at Course Request/registration:

Action : [Read/Confirm](#) ▾

 Inactive Student Status - NEEDS ATTENTION
Due to registration inactivity or a leave of absence, please complete the return to Virginia Tech request form.
Action : [Complete return form](#) ▾

Version - 1.0.0 | © 2024 Virginia Polytechnic Institute and State University

Return to VT Questions

[Home](#) / Returning to Virginia Tech

We received your request.

We've sent an email containing a copy of your request (displayed below) along with essential information to keep in mind.

For further help:

Submitted on 9/26/2023, 9:44:00 AM

Returning to Virginia Tech

1. * Are you returning?

Yes No

a. * Choose your primary reason for not returning:

Select an option. 

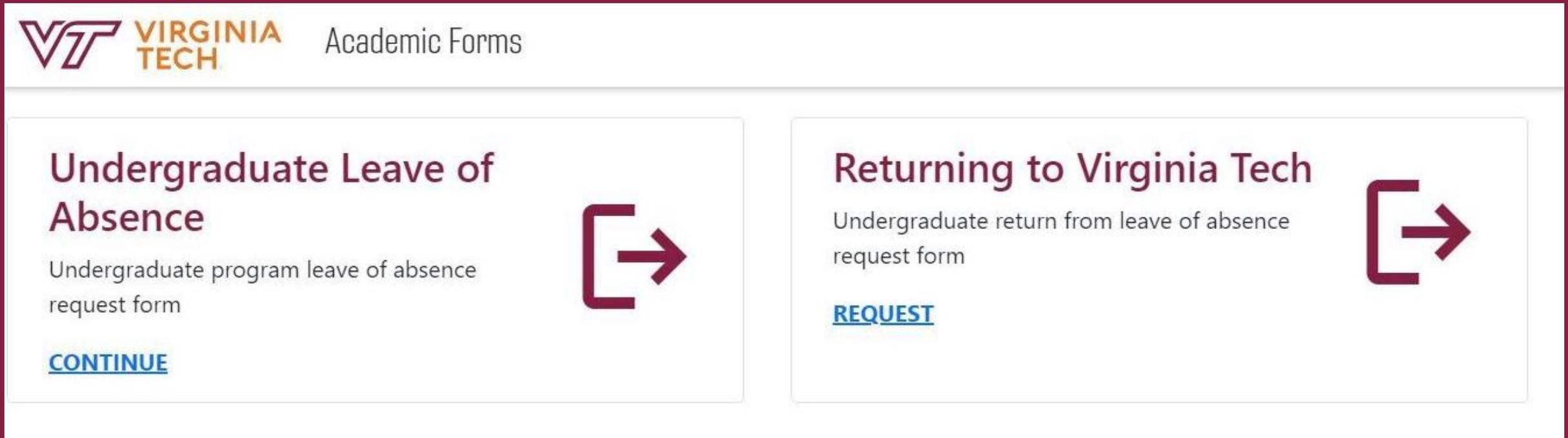
b. **Only for those charged out-of-state tuition:** do you believe you now qualify for in-state tuition at Virginia Tech based upon the [State of Virginia's in-state tuition guidelines?](#)

Yes

Submitted on 9/26/2023, 9:44:00 AM

Form Landing Page (for LoA & Return)

- All students will see this dashboard when routed from the [OUR Enrollment](#) webpage to request an LoA or to Return:



The screenshot shows the 'Academic Forms' dashboard for Virginia Tech. It features two main action buttons: 'Undergraduate Leave of Absence' and 'Returning to Virginia Tech'. Each button includes a description of the form and a blue link to request the form. The dashboard also includes the Virginia Tech logo and the text 'Academic Forms' in the top left corner.

VT VIRGINIA TECH Academic Forms

Undergraduate Leave of Absence
Undergraduate program leave of absence request form
[CONTINUE](#)

Returning to Virginia Tech
Undergraduate return from leave of absence request form
[REQUEST](#)

Leave of Absence Questions



Questions marked with asterisks (*) are required.

Leave of Absence

Note: you are requesting a leave of absence for a maximum of two (2) major semesters beginning Spring 2024.

1. * What is your primary reason for requesting a leave of absence?

Other 

2. * By submitting this Leave of Absence request, I understand that all of my future enrollment will be dropped, and this action is considered a withdrawal for the term. I also acknowledge that a gap in enrollment may have implications on future financial aid packages and have verified the impact.

Yes

Cancel

Submit

Guidelines

Before taking a leave of absence, students should consult with their advisers.

 Students may choose to request a leave of absence not to exceed two (2) consecutive major semesters (i.e. Fall and Spring) at a time.

 A student may request a leave of absence no more than two (2) times during their undergraduate enrollment at Virginia Tech.

 Students cannot request a leave of absence for a term that is already underway.

Still need help?

If you have any further questions regarding the leave of absence request, please feel free to reach out to our office via email or phone.

 Call

[540-231-6252](tel:540-231-6252)

Hours of operation for phone calls are 7:30 a.m. - 4:00 p.m. Call volumes may be higher during peak times.

 Email

registrar@vt.edu

Please allow up to 2 business days for a reply.

Leave of Absence Confirmation

You are about to request a leave of absence.

Students granted a leave of absence remain eligible for the following privileges during the approval period:

- ✓ Retain the academic program requirements in place for their degree program at the time of leave of absence. *(i.e., graduation requirements/catalog year on record will not be changed as seen in the uAchieve degree audit)*
- ✓ Retain HokieSPA access and access to their VT student email.

Students on an approved leave of absence are not considered registered students and, as non-enrolled students, are not eligible for:

- ✗ Financial aid disbursements during the leave of absence period approved. Students on an approved leave of absence are reported to lenders and loan service agencies as "not enrolled." Students will need to contact lenders for information on possible repayment requirements.
- ✗ Affirmative enrollment verifications, since they are reported as "not enrolled," could affect eligibility for health insurance.
- ✗ Use of campus facilities and fee-based services, computer labs, student health services, or on-campus housing.
- ✗ Participation in varsity or intramural athletics, student clubs, or any VT-sponsored activity or organization.

Cancel

Submit

Questions

