Subject: Leave of absence and Deferred Enrollment

Policy Number: MPHP&P-02

1. Background

Students who are accepted for admission to the MPH program in a given academic year and are unable to enroll may be granted deferred enrollment. In addition, students who have already registered and need to withdraw temporarily for personal reasons, may suspend their enrollment through a leave of absence.

2. Policy

Deferred Enrollment
Accepted applicants are eligible to defer their enrollment for one semester pending availability of places. Refer to AUB Catalogue (Policy on Deferred Registration of Admitted Students (http://www.aub.edu.lb/registrar/Pages/catalogue.aspx).

Withdrawal from the program
All graduate students are expected to make steady and satisfactory progress toward the completion of degrees.

Students can withdraw voluntarily from the program at anytime. However, students who withdraw from the program are urged to submit to the Graduate Studies Committee a request for a leave of absence.

Leave of absence
The leave of absence application can be up to one year at a time. The maximum period of approved leave of absence is for two years. An approved leave of absence does not count towards maximum residency.

Non-enrollment by the student for one semester without securing leave of absence will count towards maximum residency.

Students who are not enrolled for a period of more than 12 months without securing a leave of absence will be considered to have withdrawn from the program.

Students who seek to return without having secured leave of absence approval after non-enrolment period of 12 months must reapply and will be considered for readmission following regular AUB application/admission procedures.

If re-admitted into the same graduate program then their earlier status as graduate student will count towards maximum

FHS scholarship recipients will lose their scholarship if they withdraw from the Program.

Related Policies
3. Procedures

Deferred enrollment
Applicants who want to defer their enrollment must submit a petition to the Admission Office by July 31st for Fall and December 15th for Spring. The Admissions Office sends copy of the request to the SSO.

Leave of absence
Students who want to leave the program for one semester or more must submit a leave of absence request to the Graduate Studies Committee.

Students who have left the program for more than period of 12 months without securing a leave of absence, must reapply and will be considered for readmission following regular AUB application/admission procedures.

4. Latest Revision

Date last approved by the GSC: March 13, 2012