

Leave of absence:

The University of Puerto Rico General By-Laws establishes students' attendance to class as obligatory. There are extraordinary situations that directly affect students to comply with that norm. In order to deal with situations of prolonged absences, the institution is guided by a leave of absence up to 180 school days in a 12-month period (Federal Student CFR 668.22 of 2006-2007).

If the student requests an extended leave of absence from the University of Puerto Rico at Cayey, these steps should be followed:

1. The student must be officially enrolled at the moment of requesting the leave of absence.
2. The student must submit a formal written request to the Dean of Students. This formal written request must include start and end date of the leave.
3. The Dean of Students will forward the request to the Department Chair.
4. The Department's Chair will issue a written recommendation to the Dean of Academic Affairs no later than five school days of receiving the request.
5. The Dean of Academic Affairs (DAA) will determine if the request will be granted or denied according to the evidence offered.
6. The Dean of Academic Affairs will issue a letter to the Register's Office (RO) for the necessary procedures. The Register will notify the student no later than five school days after receiving the DAA's certification.
7. If the student does not agree with the decision, they have the right to appeal in writing to the Chancellor no later than five school days after receiving the notification from the RO.
8. If the leave of absence is approved, the student will be responsible to inform to his/her Financial Aid Officer about it. In addition, the student is responsible to get information about how this leave of absence will affect his/her economic aid.
9. If the student does not come back at the established date, he/she must inform it to the RO. The RO will provide advice to the student about possible alternatives including a total withdrawal.

Criteria for Requesting a Leave of Absence:

Medical reasons, child birth, military service, legal reasons under court subpoena, athletic participation out of state, and other extraordinary circumstances to be evaluated.