

MATRICULATION, REGISTRATION, LEAVE OF ABSENCE

Registration and Leave of Absence

Registration and Enrollment

No student will be permitted to enroll if they are not registered full-time and physically present at SIPA by the end of SIPA's registration period for any given semester. Students who fail to enroll by the end of the registration period without prior approval from the Office of Student Affairs will be withdrawn from the School and required to re-apply through the Office of Admissions, with no guarantee of re-admission.

Leave of Absence

A student currently enrolled at SIPA with a compelling justification may request a leave of absence (LOA) for one or two (maximum) semesters.

Students must obtain formal and written approval from the Office of Student Affairs before taking an LOA. Students are ineligible for LOA consideration after the final day of classes for any given semester.

Any student who does not return from an LOA within the approved time frame will be withdrawn from the School and required to re-apply through the Office of Admissions, with no guarantee of re-admission. **Form to**

Request a Leave of Absence

Matriculation and Five-Year Requirement

All students must complete their degrees within five years of matriculating at SIPA.