

Guidelines for Leave of Absence

A student who finds it necessary to be away from his/her academic programme at the University for a period not exceeding one year, is required to write to the Dean of the Faculty asking for Leave of Absence (LOA). Requests citing medical reasons must be accompanied by medical certification acceptable to the University.

Requests based on compassionate, financial or work-related grounds are also considered. Once the request has been accepted for processing by the faculty office, further correspondence is maintained by the Admissions Section acting on behalf of the Academic Board. Responses from the Academic Board Student Matters Sub-Committee will normally be mailed, but prior arrangements may be made with the Admissions Section for collection of same. Requests for the solution of any of the following problems are handled similarly:

1. Late Registration and Late Change of Registration (after week 2 of Semester I and week 1 of Semester II)
2. Exemption and Credit for courses previously passed
3. Additional time to complete the programme of study
4. Deferral of entry (to the following academic year)

Leave of Absence (LOA) for Semester I or The Academic Year

Students who request LOA after **October 3, 2008** will be required to pay a late request fine. The requests must be recommended by the faculty and approved by the Academic Board.

Leave of Absence (LOA) For Semester II

Students who request LOA after **February 13, 2009** will be required to pay a late request fine. The requests must be recommended by the faculty and approved by the Academic Board.

Credit Exemption

Persons applying for credit/exemptions should make such requests through their respective Deans during the first 3 weeks of Semester I.

The Office of the Campus Registrar

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