



Center for Access and Transition Stop-Out Policy

Students are expected to complete the terms of the learning agreement in 4 quarters of full-time enrollment or less. Quarters of enrollment are defined as any quarter in which the student is enrolled for 12 or more credit hours for more than the first 3 weeks of the quarter (quarters as an approved transient student at other institution will not count as a quarter of enrollment). The student must qualify to transition out of the Center within 2 years (8 quarters including summers) from the first term of enrollment.

Students wishing to stop out for **ONE QUARTER** and return to the Center must adhere to the following guidelines:

- 1) Fill out a leave-of-absence notification form
- 2) Make appointment to see advisor at least once during quarter of absence to register for the following quarter

Students who sit out for more than one quarter (including summer) must fill out an application for re-admission and re-take the mandatory placement tests upon return to the University of Cincinnati. Students will be re-admitted only if they have not attended another University and based upon available space during the quarter for which re-admission is desired.

LEAVE OF ABSENCE NOTIFICATION

Student Name: _____ **Student ID :** _____

Begin Term in CAT: _____ **Current GPA:** _____

Term of Absence: _____

Please circle the reason(s) for your leave of absence:

Financial Medical Work-Related Family Obligations

Other (please describe): _____

I understand that I will be permitted to re-enter the Center only after **one term** of absence and only if I do not attend another University during my absence. Furthermore I acknowledge that it is my responsibility to meet with my CAT advisor during my term of absence to plan classes for my return. If I do not return after one quarter I realize that I will have to reapply to the Center for Access and Transition.

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____