

Official Addendum – Replaces the **Access to Services and Readmission to the College** section (pages 121-122) of *The Hoot* – 2019-2020 Course Catalog/Student Handbook.

ACCESS TO SERVICES AND READMISSION TO THE COLLEGE

Students on Leave of Absence have access to their Otis e-mail account and the Dashboard. Students on Leave will also continue to have access to the job board and career counseling services through Career Services. On a case by case basis, students who were accessing Student Counseling Services may have continued access as determined by the Director of Student Counseling Services. Students on Leave do not have access to College facilities and services or computer, laboratory, equipment, library, or other privileges unless specifically stated above. Students who have withdrawn from the College do not have access to any College facilities, services, or privileges.

Students on a Leave of Absence may resume their studies at the beginning of a semester within their approved year, but are strongly encouraged to seek academic and financial aid advisement on the best time to return to the College.

Students on a Leave of Absence must notify the Registration Office at least two months before the beginning of the term in which they plan to return and will be eligible for priority registration based on their class level. They must make sure all holds have been cleared and financial arrangements have been made by published deadlines for that semester.

Students on a Leave of Absence who do not return within one calendar year will be Withdrawn from the College. To resume their studies, such students must apply for readmission and will be readmitted based on the readmission policies in place at that time.

Students who have withdrawn from the College and decide they would like to return must apply for readmission. All specific conditions (if any) must be met before the student can return and readmission will be subject to the readmission policies in place at that time.

Please note: When a student returns from Leave of Absence after completing only the Foundation year there is no guarantee of acceptance or continuation in the major of choice. Based on space availability, acceptance to a specific major, area of emphasis or minor is not guaranteed. Students may be subject to academic review by GPA, additional portfolio or other entrance requirements.