



# Leave of Absence Guidelines

We understand that certain circumstances may come up during your time at Turing that will require you to take a break from the program. There are a few guidelines and rules around the process you should be aware of. In the event that you are leaving mid-module and your break will be shorter than an entire inning the plan for your return may be slightly augmented.

1. You may take a leave of absence for emergency situations such as a serious illness, debilitating injury, personal trauma, death in the immediate family or on the recommendation of a qualified official with knowledge of your situation.
2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, they must be withdrawn from the program.
3. If you request this leave in the middle of an active module you will need to repeat that module. If you successfully finish your current module before taking a leave, you will need to complete a readiness assessment before determining your returning module.
4. Students that wish to take a leave of absence should reach out to their instructors and the Registrar, Kayt Hensley, to start the agreement process. You will need to sign an agreement documenting your leave request and acknowledgement of the requirements. You may have to coordinate with the financial advisor depending on your loan/financing situation.
5. **You are required to contact your program Director (Alex for BEE or Will for FEE) in order to discuss readiness to return.** If you are taking an entire inning off, the ideal timing is 4 weeks prior to the cohort start date listed in your agreement. If you are not taking an entire inning off, this date will be discussed at the time you take your leave. During this discussion a date for a return readiness assessment shall be determined.





6. **If you wait to reach out to your program Director and the Registrar until intermission week, we cannot guarantee that your return will be processed in time for the next inning.** Please make sure you make a note of the module schedule so that you initiate the return conversation with sufficient time available.
7. You must successfully complete a return readiness assessment prior to returning to the program. Failure to do so may result in further delay of return to the program. **The content of the return readiness assessment will be determined by your Director and may include a review of work completed over leave, an in person paired programming exercise, and/or a discussion to review the circumstances that originally caused you to take leave.**
8. If you do not return during the cohort originally mentioned in your Leave of Absence Agreement, you should reach out to Turing and give Turing notice of any further postponements or complete withdrawal from the program in order to facilitate moving your return date.
9. The maximum amount of time allowed for a Leave of Absence during enrollment in the program is 12 weeks of instructional time whether the leave is consecutive or not. If you do not notify the school in advance that you intend to withdraw or do not return by the cohort noted in your agreement you will be unenrolled from the program, refunded any due tuition, and asked to reapply in order to return at a later date.

Some things to keep in mind during your leave of absence:

- You should still be practicing coding everyday. If you go your entire leave without coding you will not be prepared to return.
- You need to be aware that your leave will impact your finances. If you have concerns or need to make adjustments you should talk to Darren Smith, our Financial Services Manager.
- Instructors will not be available to you during your leave to answer questions about any individual work you may have. Additionally, you will not be able to attend classes during your leave, nor access individual services such as student mental health counseling.
- **It is your responsibility to reach out to Turing in order to return from leave and initiate the process. If you do not actively pursue return, we may not**





**have room in the cohort you were planning to return to. It is important that you communicate with us while you are on leave to make sure your future at Turing is not compromised.**

