

**Guide for Taking a Leave of Absence
Duke Kunshan University
AY 2022-2023**

Leave of Absence

Students who wish to take time away from their studies temporarily for personal, medical, or military-service reasons, but intend to return to Duke Kunshan University are advised to take a Leave of Absence if possible. After finishing the first semester of the first year, students in good standing may request leave of absence for one or two semesters by completing a leave of absence request form and submitting it to the Office of Undergraduate Studies prior to the first day of classes of the term in which the leave is granted.

- **A personal leave of absence** starts after one semester ends and before another semester begins. A personal leave of absence is not granted for a term in which classes have begun, except in extreme cases such as family death or recent diagnosis of terminal illness.
- **A medical leave of absence** with proper documentation may be granted at any time but with one restriction. Students requesting a medical leave of absence during a current session must file the leave of absence forms with the Office of Undergraduate Studies prior to the end of the last day of classes of that session.
- **Students called to a military service** can request a leave of absence as early as the first term in the freshmen year. If the leave of absence starts from the first term in their freshmen year, students should first complete all the new student registration procedures before applying for a leave of absence.

Return is contingent upon approval of a Return from Leave of Absence application. The University reserves the right to request appropriate documentation, determined on a case-by-case basis, to confirm that the student is qualified and/or ready for return.

A student may receive transfer credit for no more than **two courses (a maximum of 8 credits)** taken at another accredited four-year institution in the US or similarly accredited institution abroad and with a liberal arts and general education curriculum while on leave of absence for personal or medical reasons.

This guide is crafted in accordance with the Leave of Absence policy on page 63 in the *Bulletin of Duke Kunshan University for Undergraduate Instruction* <https://duke.box.com/s/r8t7193n16lx4eizv9v4qs5b88twcifn> to help students go through the application process smoothly in a step-by-step manner.

Application

1. Consult with your family or guardian and get their approval and support;
2. Discuss your plan for a leave of absence with your academic advisor, including but not limited to reviewing an updated four-year plan with your advisor to **determine how a personal or medical leave of absence may affect your progress toward graduation (very important);**
 - Student should NOT assume that you will be allowed to overload to make up credits and that an LOA might result in a delayed graduation date.
 - If you take a leave of absence for medical reasons that begins during the last 2 weeks of a session, you may consult your course instructors and your academic advisor on whether to take a “W” or an “I” grade for each course. (See “Medical Withdrawal from a Course” on page 45, and “Incomplete Coursework and Excused Absence from Final Exams” on page 50 of the DKU UG Bulletin <https://duke.box.com/s/r8t7193n16lx4eizv9v4qs5b88twcifn>). Note that if you choose to take an “I” grade, you must resolve the incomplete by the specified deadline. The “I” may not be converted to a “W”. You should only take the “I” grade option if you have done most of the work and are certain you can complete the course by the specified deadline. If the “I” is not completed by the deadline, it will convert to an F.
3. Download the Leave of Absence application form at [DKU-Leave-of-Absence-Application-Form.pdf](#) , fill in the basic student info, and ask your academic advisor to sign the application form;
4. If you have a Signature Work mentor, please determine the effect a leave of absence would have on your signature work by checking with the your Signature Work advisor and ask him/her to sign the application form;
5. Determine the effect a leave of absence would have on financial aid by checking with the Financial Aid Office and ask them to sign the application form;
 - If you are a Chinese student, contact china-finaid@dukekunshan.edu.cn.
 - If you are an international student, contact international-finaid@dukekunshan.edu.cn.
6. Consult with Student Affairs;
 - If you are a Chinese student, contact Chinese Student service DKU-Chinese-student-services@dukekunshan.edu.cn about documentation for your Dang'an.
 - If you are an international student, ask the International Student Service DKU-ISS@dukekunshan.edu.cn about your visa and Chinese residence permit.
7. Prepare a statement of your reasons in a word document for requesting a leave of absence at this time and explain how you plan to utilize the time, and submit it along with the application form.

8. If you are requesting a medical leave, you must provide a diagnosis from a Level II hospital or above or a recommendation from a licensed psychological counselor to the Campus Health Services and Counseling and Psychological Services.
 - *For physical health reasons:*
 - If the student has received treatment at the DKU Clinic, the attending physician should fill in the [DKU MLOA Outgoing Recommendation Form.pdf](#) for the student to submit, along with his/her LOA application form, to UG Studies.
 - If the student has been seen by an external physician at a Level II hospital or above, the student should ask for diagnosis and relevant medical records or assist the attending doctor to fill in [DKU MLOA health care providers recommendation form external provider.pdf](#) for submission to DKU physicians via campushealth@dukekunshan.edu.cn, who will verify the materials and inform the student and UG Studies of the result in writing.
 - *For mental health reasons:*
 - If the student has received a course of treatment at DKU CAPS, their therapist will fill out the [DKU MLOA Outgoing Recommendation Form.pdf](#) (if the therapist supports the student's MLOA) for the student to submit, along with his/her LOA application form, to UG Studies.
 - If the student has been seen by an external mental health provider, the student should work with the provider to fill out the [DKU MLOA health care providers recommendation form external provider.pdf](#) for the student to submit, along with his/her LOA application form, to UG Studies.

**Please note that you will be asked to provide additional medical documentation for application of re-admissions.*
9. Meet with the Dean of Undergraduate Studies or her designee Rebecca Liu (xueshuang.liu@dukekunshan.edu.cn), Senior Coordinator for Academic Affairs, who will complete the date of return eligibility, consulting with the Dean of Undergraduate Studies and/or the Dean of Student Affairs, as appropriate on a case-by-case basis;
10. Sign and submit the application form along with the statement of LOA reasons, and medical form and supporting documentation if any, to UG Studies either in person (Rebecca Liu's work station AB 3C05) or electronically (ugstudies@dukekunshan.edu.cn). UG Studies will issue the official LOA confirmation letter to the student and copy relevant offices to process the student's information and status in the systems accordingly.
11. If you have any questions or encounter any problems during the process, please feel free to contact Rebecca Liu (xueshuang.liu@dukekunshan.edu.cn) in the Office of UG Studies.

Refund

When students take a leave of absence, withdraw from the University, or are withdrawn by the University, an adjustment to tuition may occur, depending on the date and the reason for the withdrawal or leave of absence.

If the tuition adjustment results in a credit balance, the student or parent may elect to have the balance refunded or carried forward for future terms.

The University Tuition Withdrawal Adjustment policy is compliant with Jiangsu Education Department's regulations. The tuition withdrawal adjustment is calculated on a semester basis as the tuition charging and will be processed with all the other refundable charges. The tuition withdrawal adjustments of students who take a leave of absence, withdraw or are withdrawn from the University shall follow the following guidelines:

Withdraw Date	Refund % **
Before the class begins	100%
Weeks 1-2*	80%
Weeks 3-5	60%
Weeks 6-12	50%
After Week 12	0%

*From the class begin date and calculated in the Student Information System.

** The refund percentage here refers to the percentage that will be refunded out of the net tuition of the semester students shall withdraw.

You can consult Rebecca Liu on the refund rate if you are not sure.

a. For students who cannot pass the physical examination within three months after the program begins, the University will refund full tuition to students.

b. For students who voluntarily withdraw or take a leave of absence from the University, the University will refund according to the above schedule.

c. For students who are suspended or dismissed from the University due to violation of University policies and regulations, no refund will be granted to students.

d. For students who take a leave of absence from the University due to a medical condition, the University will refund according to the above schedule.

e. The University will not charge the students during the suspension or leave period. Students need to pay for the tuition of the term when they return to the University.

f. Students who voluntarily withdraw or take a leave of absence from the University will received a pro-rated refund of their housing fee, calculated based on the nightly rates.

g. In the event of death, a full tuition refund is granted.