

COLORADO COLLEGE
BLOCKS OFF &
LEAVES OF ABSENCE
POLICIES & PROCEDURES



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COLORADO COLLEGE BLOCKS OFF AND LEAVES OF ABSENCE POLICIES AND PROCEDURES

The following document is a supplemental guide designed to help students understand the policies, procedures, and implications of taking single blocks off, multiple blocks off, or leaves of absences at the College.

Students should read and understand to the official [Colorado College policy on Blocks Off, Leaves of Absence, Withdrawal, & Reinstatement Policy](https://www.coloradocollege.edu/other/advising-hub/time-away.html) before requesting any time off. [<https://www.coloradocollege.edu/other/advising-hub/time-away.html>]

SINGLE BLOCKS OFF

Policies and Procedures

All Colorado College students are permitted to take **one**, single block off per academic semester.

Students who take a single block off in a single semester are considered full-time students and maintain their full-time student status.

Students do not need approval to take a single block off but are responsible for making changes to their schedule in Banner by dropping an existing class on or before the drop deadline and adding the block placeholder (“00-000”) in their schedule. For example, a student who wishes to take block 3 off must do so on or before the drop deadline of block 3.

Single blocks off will not be granted retroactively.

For questions regarding the process, students should contact the Registrar’s office or the Advising Hub.

[Implications for taking a single block off](#)

ACADEMIC PROGRESS

Although students remain enrolled as full-time students while taking a single block off, please be aware that repeatedly taking blocks off may negatively impact your academic progress and timeline to degree. To graduate on a traditional, four-year timeline students must average completing four blocks per semester. Therefore, credits lost for taking a single block off for students on a traditional four-year timeline must be made up through a combination of AP/IB or transfer credit, summer coursework, or adjunct or half-block courses.

BILLING AND STUDENT ACCOUNTS (INCLUDING TUITION, HOUSING, AND DINING)

Students taking a single block off will **not** receive tuition, housing, or meal plan refunds.

Click [here](#) to review tuition policy.

GOLD CARD ACCESS

No change – students retain their card access (unless they are not living on campus during the blocks off?)

TECHNOLOGY ACCESS

No change – students retain access to all systems.

STUDENT EMPLOYMENT

Students who take a single block off still maintain full-time status and are therefore still eligible to work in their student employment positions during this block off. However, please continue to follow the other regulations as stated in the Student Employment Handbook.

Students are not permitted to work remotely outside of Colorado.

Any student who completes training or work hours prior to opening their timesheet for any new job, will be suspended from student employment for the remainder of the term.

If a student submits late or inaccurate timesheets more than twice in one term (fall, spring, summer) they may be suspended from student employment for the remainder of the term.

Domestic Students are permitted to **exceed** the 15-hour weekly guideline and work up to 40 hours per week while taking a block off, however, at any time students expecting to work **over 40 hours per week in one job or via multiple jobs**, must have those hours **preapproved** by each of their supervisors for each job.

International Students must **not exceed 20 hours per week (in all jobs combined)** of work due to immigration regulations, even if you are taking a single block off.

Students may not average over 32 hours per week in any given year.

INTERNATIONAL STUDENTS (STUDENTS STUDYING ON AN F-1/J-1 VISA)

For student employment, International Students must not exceed 20 hours per week (in all jobs combined) of work due to immigration regulations, even if you are taking a single block off.

STUDENT ATHLETES

Generally, the eligibility status of varsity student-athletes is not impacted by taking a single block off. However, student-athletes should contact the Senior Associate Director of Athletics to make sure that the block off will not have other ramifications on their athletic participation.

STUDENTS RECEIVING VA BENEFITS

Students utilizing Veteran (VA) benefits are required to maintain full-time status in the fall and spring semesters. The School Certifying Official (SCO) will certify a VA student's fall and spring registrations to the VA up to 30 days prior to the start of each semester. Reminders and confirmation emails are shared by the SCO during the certification period. Should any of the following change occur after the initial certification for the semester is made, the SCO must be notified as changes must also be reported to the VA or risk the termination of benefit use:

- Increase/decrease in registered credit hours
- Withdraw from a class
- Withdraw from the College
- Change of Address
- Receive a non-passing grade (Y, NC, WF) or an incomplete grade (I)

STUDENTS RECEIVING FINANCIAL AID

None

STUDENTS LIVING ON CAMPUS

- Students who take one block off can remain in their assigned residence hall and maintain full access to residential resources.
- If a student chooses to leave campus for the block, no refund will be issued.

ADDITIONAL BLOCKS OFF

Policies and Procedures

All Colorado College may request to take additional blocks off beyond a first, single block off within a single semester.

Students who take more than one block off in a single semester are considered part-time students, which may have significant negative impacts (see below). As such, requests for additional blocks off are only granted in unusual circumstances and students are highly encouraged to consult with the Advising Hub before making the request. Students will also need to demonstrate how they will maintain engagement in campus life during their additional blocks off to be approved.

Students may request to take additional blocks off via the request form on the Advising Hub website. Requests must be made via the request form on or prior to the drop deadline of a block in progress.

Additional blocks off will not be granted retroactively. Students requesting to take a block off currently in progress must continue to attend the block in progress until their request is approved or denied.

For questions regarding the process, students should contact the Registrar's office or the Advising Hub.

Implications for taking additional blocks off.

ACADEMIC PROGRESS

Taking multiple blocks off may significantly impact a student's academic progress. Students will be considered part-time, which may delay their expected graduation date. It is crucial for students considering taking additional blocks off to carefully review their degree requirements and consult with their Hub advisor to understand how additional blocks off will affect their progress toward graduation. Students may also need to adjust their academic plan to accommodate for missed coursework. They should also be aware that taking multiple blocks off might affect their class standing and impact their standing during semesterly registration.

BILLING AND STUDENT ACCOUNTS (INCLUDING TUITION, HOUSING, AND DINING)

Students taking multiple blocks off will receive a tuition adjustment based on the [tuition refund policy](#). Housing is not refundable. Meal plans may be refundable, please review the tuition refund policy link above for further information and instruction.

GOLD CARD ACCESS

This really depends mostly on whether the student will continue living on campus or not. They would still be considered a current student and so have access to most buildings on campus, but possibly not a residence on campus depending on the situation.

Card access to most campus buildings (like Worner Center and Tutt Library) will not change. However, card access to the student's residence may change if they are not living there during that time.

TECHNOLOGY ACCESS

No change – students will continue to have access to all systems.

STUDENT EMPLOYMENT

Enrolled students who fall **below** half-time enrollment (**1.5 units per term**) are **not** eligible to work via student employment in any capacity. If you take additional blocks off, but are still enrolled in at least 1.5 units for the term, you may still be employed via student employment, but please continue to follow the other regulations as stated in the Student Employment Handbook.

Students are not permitted to work remotely outside of Colorado.

Any student who completes training or work hours prior to opening their timesheet for any new job, will be suspended from student employment for the remainder of the term.

If a student submits late or inaccurate timesheets more than twice in on term (fall, spring, summer) they may be suspended from student employment for the remainder of the term.

Domestic Students are permitted to **exceed** the 15-hour weekly guideline and work up to 40 hours per week while taking a block off, however, at any time students expecting to work **over 40 hours per week in one job or via multiple jobs**, must have those hours **preapproved** by each of their supervisors for each job.

International Students must **not exceed 20 hours per week (in all jobs combined)** of work due to immigration regulations, even if you are taking a single block off.

Students may not average over 32 hours per week in any given year.

INTERNATIONAL STUDENTS (STUDENTS STUDYING ON AN F-1/J-1 VISA)

International Students must not exceed 20 hours per week (in all student employment jobs combined) of work due to immigration regulations, even if you are taking a block off.

STUDENT ATHLETES

In most cases, taking multiple blocks off in a semester will result in ineligibility for varsity student-athletes. There are some exceptions to this general rule. Students who intend to take multiple blocks off in a semester should contact the Senior Associate Director of Athletics before doing so.

STUDENTS RECEIVING VA BENEFITS

Students utilizing Veteran (VA) benefits are required to maintain full-time status in the fall and spring semesters. The School Certifying Official (SCO) will certify a VA student's fall and spring registrations to the VA up to 30 days prior to the start of each semester. Reminders and confirmation emails are shared by the SCO during the certification period. Should any of the following change occur after the initial certification for the semester is made, the SCO must be notified as changes must also be reported to the VA or risk the termination of benefit use:

- Increase/decrease in registered credit hours
- Withdraw from a class
- Withdraw from the College
- Change of Address
- Receive a non-passing grade (Y, NC, WF) or an incomplete grade (I)

STUDENTS RECEIVING FINANCIAL AID

If student signs up for half-time status initially, then federal, state, and institutional aid will be adjusted to reflect their reduction in tuition charges.

If student signs up to be full-time but then drops to half-time status after the semester starts, it is possible that federal funding will need to be returned to the department of education. This can result in a student's balance with the college increasing, including requiring the return of refunded monies.

Either way, partially attending a semester still counts towards a student's max of eight semesters worth of institutional financial aid eligibility so our office does not recommend a student take a semester partially off unless they have a plan in place to graduate "on time" despite their absence (like using AP/IB credits, or catching up on credits using their wild card or transferring classes in).

If student signs up for less-than-half-time status initially, then federal, state, and institutional aid will be adjusted to reflect their reduction in tuition charges. Federal student loans cannot disburse to a student when they are registered less-than-half time for that semester

If student signs up to be full-time but then drops to less-than-half-time status after the semester starts, it is possible that federal funding will need to be returned to the department of education. This can result in a student's balance with the college increasing, including requiring the return of refunded monies.

Either way, partially attending a semester still counts towards a student's max of eight semesters worth of institutional financial aid eligibility so our office does not recommend a student take a semester partially off unless they have a plan in place to graduate "on time" despite their absence (like using AP/IB credits, or catching up on credits using their wild card or transferring classes in).

Students who have borrowed federal student loans and are not enrolled in a degree seeking program at least half-time ultimately create a catalyst for their student loans to change from a in-school deferment status to “grace period”. Every month a student is not enrolled at least half-time, they use up their 6-month repayment grace period. After 6 months their loans will go into repayment status. Even if they re-register at CC before the 6 months is exhausted, they will have less grace period runway for repayment after graduation or when they go less than half time again.

STUDENTS LIVING ON CAMPUS

Students living on campus may remain in their assigned residence hall and are still expected to abide by all policies in the Pathfinder and Residential Policies and Procedures. Students found in violation of any policies may be asked to leave campus for the duration of their leave.

Students who live on campus but choose to leave campus for any period of time will not receive a refund for their housing.

LEAVES OF ABSENCE

Policies and Procedures

- All Colorado College may request to take a leave of absence (LOA) from the College.
- A leave of absence (also known as “Withdrawal with Intent to Return”) refers to a period of time during which a student temporarily interrupts their studies and steps away from the institution with the intent of returning to complete their degree.
- Students who take a leave of absence are considered inactive for the duration of their leave.

- Students may request to take a leave of absence via the request form on the Advising Hub website.
- Leaves of absence will not be granted retroactively. Students requesting to begin a leave of absence during a block currently in progress must continue to attend the block in progress until their request is approved or denied.
- Students are required to periodically check in with their Hub advisor during their leave and must be approved to return by their Hub advisor.
- For questions regarding the process, students should contact the Advising Hub.

Implications for taking a leave of absence.

ACADEMIC PROGRESS

A leave of absence will pause a student's academic progress for the duration of the leave and necessarily impact their time to degree. It is advisable for students to review their intended plan of study before requesting a leave. If a student is on leave for more than a single academic year or accrues 8 or more blocks of leave, they may need to officially reapply for admission.

BILLING AND STUDENT ACCOUNTS (INCLUDING TUITION, HOUSING, AND DINING)

Students taking multiple blocks off will receive a tuition adjustment based on the [tuition refund policy](#). Housing is not refundable. Meal plans may be refundable, please review the tuition refund policy link above for further information and instruction.

GOLD CARD ACCESS

All gold card access will be turned off.

TECHNOLOGY ACCESS

No change – all systems can still be accessed.

STUDENT EMPLOYMENT

Students who take a leave of absence and are **not** enrolled in classes fall below half-time enrollment are **not** eligible to work via student employment in any capacity. Students are **not** eligible to become any other type of employee through Human Resources during a leave of absence. Students may only begin working for CC via Human Resources once they have officially graduated or have withdrawn **without** the intent to return.

INTERNATIONAL STUDENTS (STUDENTS STUDYING ON AN F-1/J-1 VISA)

International students who take a leave of absence and are not enrolled in classes are not eligible for student employment as it would violate their immigration status.

STUDENT ATHLETES

Varsity student-athletes who take a leave of absence are not eligible to participate in athletics for the duration of the leave. Depending on the length and nature of the leave, their eligibility status could be impacted even after they return. NCAA rules for Division I student-athletes are different from those for Division III student-athletes. Students who intend to take a leave of absence should contact the Senior Associate Director of Athletics before doing so, and immediately upon return.

STUDENTS RECEIVING VA BENEFITS

Students utilizing Veteran (VA) benefits are required to maintain full-time status in the fall and spring semesters. The School Certifying Official (SCO) will certify a VA student's fall and spring registrations to the VA up to 30 days prior to the start of each semester. Reminders and confirmation emails are shared by the SCO during the certification period. Should any of the following change occur after the initial certification for the semester is made, the SCO must be notified as changes must also be reported to the VA or risk the termination of benefit use:

- Increase/decrease in registered credit hours
- Withdraw from a class
- Withdraw from the College
- Change of Address
- Receive a non-passing grade (Y, NC, WF) or an incomplete grade (I)

STUDENTS RECEIVING FINANCIAL AID

No other consequences exist from a CC financial aid standpoint specifically related to a student taking a leave of absence other than those that were already outlined about based on adjustments to their registration at CC.*

STUDENTS LIVING ON CAMPUS

Students who take a leave of absence are not eligible to live on campus for their leave. Students will no longer have access to their assigned residence hall. Students will be expected to turn in their room key(s) for their leave period. Residential experience will work with students individually regarding belongings in assigned spaces.