



## Academic Leave of Absence Request Form

Office of the Registrar

A Leave of Absence is a temporary interruption in a student's program of study. Only a student in good standing (academic and financial) who has the intention to return to the College at the end of the leave may request a leave of absence from the college. A completed Academic Leave of Absence Request form stating the reason for the leave request must be submitted to the appropriate Academic Department Chair for approval. *(Please see handbook for further details.)*

Financial Aid recipients should contact the Financial Aid Office prior to taking a leave of absence. The Veterans School Certifying Official is required to update Veterans Affairs with any changes to a student's school status as this may affect benefits.

Student ID # \_\_\_\_\_ Program \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Personal Email \_\_\_\_\_

Address \_\_\_\_\_

Reason for leave request: ☐ Military Duty ☐ Medical ☐ Personal ☐ Other

***Explain reason below:***

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Leave Start Date \_\_\_\_\_ Return Semester ☐ Fall ☐ Spring ☐ Summer Year \_\_\_\_\_

**Note: A student not returning from an approved Leave of Absence will be administratively withdrawn from the institution. The withdrawal date will be retroactive to the last day of an academic-related activity.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Department Chair Comments

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\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

Last date of attendance at an academic-related activity: \_\_\_\_\_