



The Center for Student Success

LEAVE OF ABSENCE/SCHOOL WITHDRAWAL

Student Name: _____ Student ID: _____

Complete Mailing Address: _____

Cell Phone Number: _____

Resident Student: Yes No If Yes, Hall & Room No.: _____

Major: _____

Process: To apply for a School Withdrawal (student wishes to be unenrolled at the University and does not intend to return) or Leave of Absence (student wishes to leave for up to one year and then return), students must complete this form in full including required signatures below. If unable to meet in person, these advising sessions may be done by phone. Students will be mailed a copy of this form for their records within 10 business days of its completion and submittal to the OASIS office.

Type of Separation Requested and Effective Date:

- Leave of Absence
Immediate Leave (withdrawing from all courses); Last date attended
Leaving at End of Semester; Which semester?
Planned semester of return
School Withdrawal
Immediate Withdrawal (withdrawing from all courses); Last date attended
Withdrawing at End of Semester; Which semester?

Offices to visit for Advising and Signatures: (completed in person or by phone)

Student Accounts
Financial Aid
Program Director or Academic Dean (not needed for withdrawals)
Immigration Advisor (if applicable)

Reason(s) for Leaving (check any that apply):

- Financial, Personal, Moving, Taking Fulltime Employment, Completed Objectives, No Reason Given, Changing Colleges, Scholastic Difficulties, Entering Armed Forces, Foreign Civil Service of Fed. Gov., Illness of Self, Illness in Family, Permanently Disabled, Not Satisfied With Program, Other

Important information concerning Leaves and Withdrawals:

- If living in University housing, it is the student's responsibility to properly check out with the Residential Life staff.
The student must receive advising from the financial aid office to discuss the financial implications of leaving, including when student loans might become due.
A Leave does not assure a returning student will be readmitted to a capped program.
If a student does not return within one year, the Leave of Absence will automatically revert to a School Withdrawal.
A student who leaves for more than a calendar year is obligated to meet any new course curriculum requirements imposed by the University during that time.
Grading for School Withdrawals and discretionary Leaves of Absence: if a student leaves mid-semester, withdrawal grades will be assigned in accordance with academic policy (WW before midterm; PW or FW after midterm), unless grades were submitted prior to the student leaving.
Grading for non-discretionary Leaves of Absence (military and certain medical): if a student leaves mid-semester, grades of WA will be assigned.
To return following a Leave of Absence, students must write to the Dean of Student Success indicating their readiness to return.

Student Signature Date

Advisor Signature (for Extended Learning Students ONLY) Date

Matthew Holsapple, Dean of Student Success, Signature Date