



REQUEST FOR LEAVE OF ABSENCE

POLICIES ON LEAVES:

The policies for leaves of absence are found in the current student Handbook. A student who is unable to continue academic work must submit a Leave of Absence form to the Dean of the School specifying grounds of medical, financial exigency or vocational reconsideration so that the Dean may determine if the leave is warranted. The Dean of the School grants or denies the request, signs the form and returns it to the Academic Coordinator's office for review, filing, and posting in the student's computer record. The Dean of the School will also communicate the decision in writing to the student. A leave of absence requires a break in all academic work including library privileges, coursework, and conferences with faculty. It is not appropriate to take a leave of absence to work on a thesis. Students on leave are not eligible for seminary housing. Any exceptions for extraordinary circumstances must be approved by the Housing Committee.

LIMITS ON LEAVES:

A leave of absence may vary in length from one semester to an academic year. It may be renewed for up to an additional year upon petition to the Dean's Office. After two academic years (4 semesters) a student must reapply for admission and become subject to the catalog then in effect. Due to federal regulations, international students must reapply for leave each semester.

FINANCIAL IMPLICATIONS OF LEAVES:

Students are advised to consult with the Financial Aid Office about whether a leave is the best financial decision. Students with educational loans cannot be certified as enrolled in school and need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months.

STUDENT NAME _____

ADDRESS _____

PHONE _____ AREA ADVISOR _____

PROGRAM _____

LEAVE REQUESTED FOR (semester/year): _____

PREVIOUS LEAVES TAKEN (SEMESTER/YEAR): _____

BEGAN PROGRAM (SEMESTER/YEAR) _____

HAVE YOU EVER RECEIVED FINANCIAL AID? _____

REASONS FOR REQUEST (YOU MAY ATTACH A LETTER IF YOU PREFER):

STUDENT SIGNATURE: _____ **DATE:** _____

- Leave Granted**
- Leave Denied**

Signature of Dean **Date**