



## Leave of Absence Form

In any calendar year, a student may be granted no more than one leave, and ordinarily the leave may not extend beyond nine months.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Program: \_\_\_\_\_

Leave of Absence Semester \_\_\_\_\_

Return Semester \_\_\_\_\_

Reason for Leave of Absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

### **Authorized Signatures:**

\_\_\_\_\_

Advisement Office

\_\_\_\_\_

Office of Academic Affairs

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Cc: Financial Aid, Registrar, Advisement Office, Program Director

## LEAVE OF ABSENCE

A student who is returning from an official leave of absence shall make an appointment with the Office of Advisement prior to the beginning of the semester for which the student is to return. The purpose of this meeting is for the student to register for courses or, if the student is unable to return as intended, to officially withdraw from the College.

\* Students in the AAS in Nursing Program will be notified by the Program Director when they are able to register for classes.

A student who fails to return from a leave of absence and who fails to notify the College shall be deemed to have withdrawn from the College.

Placement in a program, following a leave of absence, is based on space availability.

A student returning from a leave of absence shall not be allowed to transfer credit earned while the student has been absent from the College.

The student must make arrangements to satisfy all financial responsibilities to the College prior to registering for courses.

Students granted a leave of absence for medical reasons must have a doctor's release to return to the college.