

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 one academic year (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 Information

Full Name: _____

Student ID: _____

Request

Program: _____

Date of Notification: _____

Effective Date: _____

Expected Date of Return: _____

Began Program (semester/year): _____

Have you ever received Financial Aid? Yes No Semester/Year FA Received: _____

Reason for Request (may attach additional sheet):

Terms and Conditions

- I understand that my **Leave of Absence** will be granted from the Graduate School of Theology for up to one (1) year, after which I will need to apply for re-admission and will be subject to catalog requirements at time of return.
- I understand that I will be responsible for any changes related to my program requirements.
- I understand my course schedule may change based on the availability of courses upon my return.
- I understand my financial aid and payment schedule may be affected by my leave of absence.

 Student Signature (required for submission)

 Date

For Office Use Only

Dean's Signature: _____

Leave granted Leave Denied

Date: _____