



Application for Leave of Absence

(Policy 1239)

Name: _____, _____ Student ID: _____
Last First

Program: _____ If enrolled in more than one program, LOA from both? Yes No

Current Term Registered: Fall, Winter, Spring, Summer Year _____ LDA: _____
Completed current term? Yes No Last Day Attended

Reason for Leave of Absence: _____

I request a leave of absence from University of Western States to return in _____ term, 20 _____.
Fall, Winter, Spring, Summer

- I understand that refunds or tuition due will be determined according to standard university policy described in the Catalog.
- I understand that I must complete any course(s) that are part of the core curriculum for students in the quarter that I join when I return from my leave of absence.
- I understand that I will be withdrawn from the university if I do not return to the university as indicated above unless a request for extension, submitted in writing, is approved by the program dean.
- I understand that if I am withdrawn for not returning, I will have to apply for re-admission.
- I understand that it is my responsibility to inform UWS of any enrollment in higher education course work that I may have taken while on this leave of absence.
- I understand that my ability to return to UWS may be contingent upon approval of the program dean or their designee. Any such conditions will be delineated prior to my Leave.
- In order to be eligible for a Leave of Absence, I must have completed one term and be in good standing.

Instructions to student:

1. You are responsible for personally acquiring the necessary signatures.
2. Please complete the information below.
3. Return this form, completed, to the Registrar's Office.

ADDRESS WHERE YOU CAN BE REACHED:

Street City State Zip

Phone Number: (_____) _____ Non UWS E-mail: _____

Are you a Veteran? Yes No

Are you an International Student? Yes No

Student Signature Date: _____

ARE THERE ANY CONDITIONS THAT MUST BE MET BEFORE THIS STUDENT CAN CONTINUE?

[] No [] Yes - Those conditions are: _____

Program Director/Dean or Designee Date

This form is not complete until signed by the Registrar's Office.

Registrar's Office Signature Date

For Office use only:

Notification Date of Leave of Absence: _____

Email to Group List sent on: _____

Were any credits completed? ____ No ____ Yes

Posted to SIS: _____

If yes, how many? _____

NSLDS Notified: _____

Leave of Absence

A leave of absence may be approved for a student who has completed at least one academic term and is in good standing. Good standing includes making satisfactory academic progress (in accordance with Policy – 1233 Academic Standing – DC and Undergraduate Students or Policy 1234 – Academic Standing – Graduate Students and Policy 3804 – Satisfactory Academic Progress for Financial Aid Eligibility) and the absence of any behavioral/disciplinary infractions. Such students are entitled to return to the university and continue their program at the conclusion of the approved leave. A student returning from a leave of absence does so at the same status held prior to the leave.

Any student who does not return to the University as previously arranged, and who has not had an extension of the leave of absence approved, will be withdrawn from the University and must apply for readmission should s/he wish to return to the University. At the time of reviewing the application for leave of absence for approval, the program dean (or his/her appointee) may assess the student's performance and stipulate conditions that the student must meet to be eligible for re-entry.

A leave of absence may last no longer than four academic terms (up to one calendar year). A student returning from a leave of absence, suspension or other separation from the university, must complete a minimum of one term at the university following his/her return to be eligible for another leave of absence. Any student who does not return to the university as agreed, and who has not received an approved extension of the leave of absence, will be recoded as a withdrawal. Should s/he wish to return to the university, s/he must re-apply for admission and meet the requirements as outlined in Policy 2006 - Readmission. Requests for extension of a leave of absence must be submitted in writing to the registrar and must be approved by the program dean.

To have an approved leave of absence a student:

1. Be in good standing in the current academic term. A leave of absence will not be granted as a means to avoid course failure, academic probation, or academic dismissal as outlined in Policy 1233 – Academic Standing.
2. Obtain a leave of absence form from the registrar.
3. Complete the appropriate sections of the form, including forwarding address.
4. Obtain the required signatures in person.
5. Return the completed form to the registrar.

The effective date of the leave will be no earlier than the date that the completed form is submitted to the Registrar's Office, but can be later, as noted on the form. If the effective date for the leave of absence is during a student's period of enrollment, rather than between terms, the program (or his/her appointee) will establish the status of the student's grades for that term as part of his/her approval of the application for leave.

When a student elects to take a leave of absence for one or more quarters, the university cannot guarantee that s/he will be able to complete the degree requirements in the course of study. It is likely that when returning from a leave of absence a student will enter a class group with a curriculum somewhat different from the one in which they were previously enrolled. In this case the student may be required to meet the curriculum requirements of the class they enter into, which in some circumstances could require a longer period of enrollment to complete the program than was previously planned. Based on past experience such an outcome from taking leave of absence is unlikely, but the possibility does exist and may not be foreseeable at the time when the leave was applied for and approved.

A student may be granted a leave of absence even though s/he may have an outstanding balance due in the financial services office. However, the outstanding balance must be paid prior to registering for courses upon return from the leave of absence.

When a student goes on an approved leave of absence, his/her financial aid is suspended and the six- to nine month grace period for loan repayment begins. When the student returns to the university on at least a half-time or greater load, his/her loans return to "in-school deferment" status.