



REQUEST FOR WITHDRAWAL/LEAVE OF ABSENCE

Any student wishing to withdraw or take a leave of absence must complete this form and secure all clearances. Leaving the college without prior notification (failure to complete and return this form) may result in loss of good standing status. Withdrawal is an official separation from the college. Leave of absence is approved if a student has completed at least one quarter prior to requesting the leave of absence and is in good standing. A student returning from a leave of absence, suspension or other separation from the college must successfully complete a minimum of one quarter following their return to be eligible for a leave of absence. Leave of absence for a period longer than 180 days in any 12-month period constitutes withdrawal. Any student wishing to return to the college after a withdrawal or leave of absence of more than 180 days must re-apply for admission and meet current requirements. Upon returning, there is no guarantee that previously received grants, loans, and/or scholarships will be reinstated. See Policy 1018.

Name _____ Date of Birth _____
Last First Middle

Home Address _____
Street City State Zip

Home/Cell Telephone _____ Mo/Yr of matriculation ____/____
(start of program)

Requested status: ☐ Withdrawal ☐ LOA Effective Date: _____

LOA expected date of return: _____ **Actual date of return (office use):** _____

Reason for leaving (use the reverse side of this form if necessary): _____

Student's Signature Date iPad and Charger _____ ☐ Yes
returned to (initial) _____ ☐ NA

SECURE CLEARANCE FROM THE FOLLOWING OFFICES AND RETURN THE FORM TO THE REGISTRAR

	Signature	Clearance	No Clearance	Date
VPAA / Provost	_____	_____	_____	_____
Dean Student Affairs	_____	_____	_____	_____
Business Office	_____	_____	_____	_____
Library	_____	_____	_____	_____
Dean of Clinic Operations	_____	_____	_____	_____
International Student Advisor	_____	_____	_____	_____
Dir. of Teaching and Learning	_____	_____	_____	_____
Financial Aid Office	_____	_____	_____	_____
Registrar	_____	_____	_____	_____