



SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

# Personal Leave of Absence/Withdrawal

A student may discontinue enrollment at the College by requesting a Leave of Absence (temporary) or withdrawal (permanent) from the College if s/he is not already eligible for dismissal for poor scholarship or misconduct. Students' academic standings will be preserved on the transcript even when a Leave or Withdrawal is approved.

Requests for a leave or withdrawal must be received by the deadline to withdraw from courses, the 12<sup>th</sup> week of the semester. Please see the College's Academic Calendar for the stated course withdrawal deadline. If the request is approved, the student must leave campus immediately and will receive grades of "W" in all enrolled courses.

Students will be held to the College's refund timeline stated in the Le Moyne College Catalog.

**STUDENT NAME:** \_\_\_\_\_ **STUDENT #** \_\_\_\_\_

**PHONE:** \_\_\_\_\_  CELL  HOME **CLASS YEAR:** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_

**STATUS CHANGE REQUESTED:**

**Personal Leave of Absence** – A temporary hiatus from the College for up to four consecutive semesters which must be approved by the individuals listed at the bottom of this form..

Leave Start Date: \_\_\_\_\_ Anticipated Semester Return: \_\_\_\_\_

**Personal Withdrawal** – A permanent withdrawal from the College indicating that the student does not plan to return to Le Moyne. A student must submit an application for readmission through the Admission Office if s/he wants to return to Le Moyne.

Withdrawal Start Date: \_\_\_\_\_

**PRIMARY REASON:**

- Financial
- Fit/Social
- Military
- Work Obligations
- Missionary Work
- Family Obligation
- Study Abroad through another College
- Visiting Student Status at another College
- Academic Program: \_\_\_\_\_
- Transferring to: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BEFORE REQUEST IS SUBMITTED, STUDENT IS REQUIRED TO OBTAIN THE APPROVAL SIGNATURES BELOW.**

**1. Financial Aid:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Grewen Hall Room 303)

**2. Student Development:** \_\_\_\_\_ Date: \_\_\_\_\_  
(2<sup>nd</sup> floor of Campus Center)

**3. Advising Center:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Reilly Hall Room 342)

**\*Students should return this completed form and the Exit Interview Questionnaire to the Advising Center in 342 Reilly Hall. Student will also need to schedule an exit interview appointment with the Director of Student Outreach and Engagement at that time.**

**REGISTRAR'S COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

Acad. Standing (SACS): \_\_\_\_\_

Current Classes:

Assign Ws  Assign WFs

Holds: \_\_\_\_\_