

# LEAVE OF ABSENCE

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Leave of absence is permission to be away from the college temporarily, whether it is for medical, financial or personal reasons, including study at another educational institution. Students must file a Leave of Absence form with the Office of Records & Registration (WH 115), which will process the request. Students may be on leave for up to two consecutive semesters. Please visit [Records & Registration's website](#) for information on how to initiate and return from a leave of absence.

Students who plan to take courses elsewhere during their leave must consult their academic advisor prior to leaving. Please refer to the [Post-Matriculation Registration Procedure](#) for more information.

Students who do not return after two semesters of separation will be automatically withdrawn from the university and will need to apply for [readmission](#) if they wish to return. (For more information about readmission, visit the [Office of Undergraduate Admission's website](#).)

## Additional Information about Leave of Absence and Withdrawal

If a student requests a leave of absence or withdrawal from the College *before the end of the second week of classes*, the student will be deregistered without transcript notation. If the leave of absence or college withdrawal occurs *after the second week of classes*, the student will be withdrawn from all in-progress courses and a W will be listed on the transcript.

Students may request a leave or withdrawal until the last day of classes. (The exact deadline appears in the [Academic Calendar](#) for each semester.) Students who stop attending class(es) are considered "unofficially withdrawn" and will receive grades of F\*. If this happens in all classes for the semester and they do not submit an official Leave of Absence or Withdrawal from College form, the student will be considered on an [unofficial Leave of Absence](#).

Leave of absence and withdrawal may affect students' financial obligations. Please contact the [Office of Student Accounts](#) with questions about liability (e.g., tuition, fees, room and board) and aid. The [tuition refund policy](#) may also be of interest.