

APPLICATION FOR LEAVE OF ABSENCE

USE this form ONLY if you are seeking:

- an academic leave or
- a non-academic leave.

DO NOT use this form if you are planning to participate in:

- study abroad (see the Office of International Studies);
- the Twelve College Exchange Program; or
- other Wesleyan sponsored/approved study programs.

Date: _____

Last Name (Please Print)	First Name	M.I.	Class	Wes Id#
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Wes Box #	Campus Phone #	Email Address	Faculty Advisor Signature
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DEADLINES:

To leave, you must submit this form to the Dean's Office by:

- April 1 for the fall semester
- December 1 for the spring semester

To return, you must notify the Registrar's Office by:

- March 15 for return in the fall semester
- November 1 for return in the spring semester

ANY STUDENT WHO RECEIVES FINANCIAL AID (including student loans) SHOULD CONTACT THE FINANCIAL AID OFFICE WHEN MAKING PLANS TO STUDY AWAY FROM WESLEYAN.

If students do not return when their leave expires, they will be *withdrawn from the university*. To be readmitted, students must apply to the Dean's Office.

A. ACADEMIC LEAVE

- ACADEMIC LEAVE (LA)** for **full-time study** in the United States at another institution (for 3.00 or more equivalent Wesleyan credits). **Courses must be approved in advance by the appropriate Wesleyan departments and by the Dean in order to be processed and credited toward the Wesleyan degree.**

Name of College or University: _____

Location: _____
City State

I plan to be on leave: academic year ____ / ____ fall spring

Please complete the pink Academic Leave Request form.

B. NON-ACADEMIC LEAVE

- NON-ACADEMIC LEAVE (LN)** for purposes other than academic work.

I plan to be on leave: academic year ____ / ____ fall spring

Intended graduation year: academic year ____ / ____ fall spring

Please complete the blue Non-Academic Leave Request form.

Student's Signature

Date

Dean's Signature

Date

Please schedule an appointment with your dean to discuss this request for a leave of absence.

(Form revised 9/12/08)