

## Leave of Absence/Permanent Withdrawal Form

Date: \_\_\_\_\_ Term: ☐ SU ☐ FA ☐ SP 20\_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Academic Program: \_\_\_\_\_ SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LC ID #: \_\_\_\_\_

☐ I have read both sides/pages of this form completely.

LC Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Not required if submitting via your LC email address*

### Request to Withdraw from All Course(s): List course(s) currently registered

Synonym					Dept.	Crse. #	Sec.#	CR Hrs	Course Title	Date Rec'd in Reg Office	Dept. Init.

**Instructions:** See Graduate Academic Calendar for official drop dates. The date the Registrar's Office receives the signed withdrawal form is the date used for adjusting charges and financial aid (if applicable). Please fill out the form completely and return to the Office of the Registrar.

☐ Withdrawing from current semester only, returning \_\_\_\_\_  
Semester Year

Reason: \_\_\_\_\_

☐ Withdrawing from current semester, not returning to Lewis & Clark College.

Reason: \_\_\_\_\_

☐ Deferring enrollment until \_\_\_\_\_  
Semester Year

Reason: \_\_\_\_\_

### Request for Leave of Absence

☐ Taking a Leave of Absence, returning \_\_\_\_\_  
Semester Year

Reason: \_\_\_\_\_

If you are pre-registered for the next semester, the Office of the Registrar will drop those courses.

Have you spoken with your advisor? Yes ☐ No ☐ Advisor Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved ☐ Denied (*Denied requests must be returned to the Registrar's Office*)

Program Director Signature \_\_\_\_\_

## Withdrawal Instructions

To request a withdrawal from all courses or to apply for a leave of absence, fax, mail, or email the completed form to the address or number above or return the form to the Graduate Registrar's office.

The date the Registrar's office receives the signed withdrawal form is the date used for adjusting charges. For students who find it necessary to withdraw from the College, the **Tuition Adjustment Policy** after the end of the Add/Drop period is:

- \* 0% - 1% of course completed – Reverse 100% of tuition charges
- \* 1.01% - 10% of course completed – Reverse 80% of tuition charges
- \* 10.01% - 25% of course completed – Reverse 50% of tuition charges
- \* 25.01% - 50% of course completed – Reverse 25% of tuition charges
- \* 50.01% or more of course completed – No reversal of tuition charges

*Note:* When dropping a course after the first day of class, individual section fees are nonrefundable and will not be prorated.

**Financial Aid Withdrawal Policy:** For students who have received federal financial assistance and who formally withdraw from the College, a calculation according to federal regulations is performed to determine which funds are to be returned to the appropriate program(s) by the School and/or the student.

Financial aid recipients are encouraged to contact the Office of Student Financial Services at 503-768-7090 or sfs@lclark.edu before withdrawing, as eligibility for financial aid may be affected.

If you receive a cash disbursement from your student account as a result of financial aid funding and then subsequently withdraw from the College, you may be required to repay the cash disbursement to Lewis & Clark College in order to refund the applicable financial aid programs. The amount of federal financial aid repayment is calculated based on the number of days in the semester you do not attend as a result of your withdrawal.

## Leave of Absence Policy

If a student wishes to leave Lewis & Clark College for a period of time, it is possible to request a leave of absence. If a leave is granted, the student is allowed to return to the College without a formal readmission application. Except for extraordinary circumstances, the maximum leave that may be granted is for one year. If the leave is for one year or less, all academic requirements in effect for that student at the time the leave is granted remain in force upon the student's return. The leave should be requested prior to the beginning of the semester to be taken off, but exceptions may be made in the case of extenuating circumstances. Programs of study must be completed within five years of matriculation, and approved leaves of absence do not affect this requirement.

Students who have not been given a leave of absence and who remain unenrolled for 12 months, or who return after a period of time exceeding that granted in the leave, may, at the discretion of their academic department, be required to apply for readmission to the Graduate School of Education.

Please note the following:

- If you are a recipient of Financial Aid and are taking a leave of absence of 6 months or longer, it could affect your loan payback. Contact the Office of Student Financial Services to be certain you understand the terms of your financial obligations.
- Contact Student and Departmental Account Services to make certain your account is settled prior to leaving the College.
- If you plan to enroll in courses elsewhere, consult with your advisor and the Graduate School Office of the Registrar to be sure that the credits you plan to complete will transfer. Transcripts of all completed coursework should be sent to the Office of the Registrar prior to returning to the College.
- Prior to the semester in which you wish to re-enroll, you must contact (a) your advisor and department chair to arrange for the completion of your program, and (b) the Office of the Registrar to provide updated information regarding address changes and to request that your registration account be re-activated.

Should your plans for returning change for any reason, you should inform your department chair and the Office of the Registrar.