



Student Request for a Leave of Absence or Withdrawal

Student Name: _____

Banner ID: _____

I Am Requesting a: Leave of Absence Withdrawal
 Primary Reason for Request: Academic COMLEX Graduate Degree Medical Personal

Starting Date of Leave/Withdrawal: _____

Ending Date of Leave: _____

Please obtain the following signatures and documentation as indicated:

1. Clinical Education (for students who have completed their preclinical curriculum)

I have met with the student and provided a report of all rotations the student has completed.

 Manager of Clinical Education

 Date

2. Financial Aid

I have met with the student and explained the impact of this request on student loans and repayment status. In the event of a withdrawal, I have confirmed that the student has settled all outstanding financial obligations and completed financial aid exit counseling, if applicable.

 Director of Financial Aid

 Date

3. Director of Student Success

I have met with the student to discuss strategies to successfully take a leave of absence or withdrawal.

 Director of Student Success

 Date

4. Associate Dean of Academic Affairs

I have met with the student to discuss this request and the impact it will have on the student's academic plan.

 Associate Dean of Academic Affairs

 Date

5. Senior Associate Dean of Academic Affairs

I have met with the student to discuss this request and I approve.

 Senior Associate Dean of Academic Affairs

 Date

6. Student

I have read the policies addressing a leave of absence and/or a withdrawal in the Student Handbook and Academic Standards Handbook and make this request with a full understanding of the impact it will have on my student loans, academic plan, and other matters. I am providing the following documentation as applicable with my request:

For a medical leave of absence, a letter from a physician or treating mental health provider describing the nature of the illness for which the leave is requested.

 Student

 Date

7. Assistant Dean for Enrollment Management

I have met with the student, documented completion and execution of this form, obtained required documents, and will process the request. In the event of a withdrawal, I have obtained the student's badge and will terminate access to college resources.

 Assistant Dean for Enrollment Management

 Date