

## Graduate Student Request for Leave of Absence

Catawba College recognizes that it is sometimes necessary for students to interrupt their enrollment for a period of time and take a leave of absence (LOA). Graduate students may take a non-medical leave for a variety of reasons including, for example, to attend to academic, personal, or financial matters.

## LOA Acknowledgement

In requesting a LOA, I acknowledge the following:

1. I have read and understand Catawba College's Graduate Student Leave of Absence Policy. (The full policy can be found in the student handbook).
2. The College's Transfer Credit Policy provides: "Normally, Catawba College will not pre-approve courses, or transfer credits back to Catawba College, for students who will be on a leave of absence when they enroll in such courses," and while on a LOA, a student may not normally take courses offered by Catawba College (including distant learning courses) unless the circumstances warrant otherwise as determined by the student's academic

I have read the information above and have asked for any needed clarification and explanation. I accept these conditions and deadlines as part of my responsibilities in taking a graduate leave of absence from Catawba College. I agree to abide by these conditions, and I request that I be granted a leave of absence for the reasons stated above. I understand that my signing this form does not guarantee that I will receive a LOA from Catawba College.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Student ID#: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Leave of Absence Approval:  Yes  No

Dean/Designee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Office Only:

Director/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Director: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_