Anderson University offers undergraduate students in good academic, financial, and disciplinary standing the opportunity to request an academic leave of absence.

Name

Last
First
Middle/Maiden

Student ID
Re-enrollment date

Effective date

Address while on Leave:

Street

City
State
Zip

Phone:

( )

E-mail:

Briefly describe reason for leave of absence:


Major(s)

Minor(s)

Academic Advisor
Date

Student Financial Services
Date

Student Life
Date

Student Signature
Date

For office use only:
Approved
Denied

Please return this form to the Office of the University Registrar
LEAVE OF ABSENCE POLICY

The Leave of Absence Policy applies to those students who leave Anderson University for a semester to participate in a study abroad program, internship, or practicum; it also applies to students who, due to circumstances beyond their control, must take time off (i.e., sickness, care of ill parent, etc.). This policy does not apply to those students who wish to attend another institution or simply take a semester off.

Due to Visa restrictions, international students may not be eligible for this academic leave.

Leaves of Absence are typically for one semester but may be given for up to one academic year. To qualify, students must be in good academic and financial standing and should apply in advance of the time period in which they wish to take a leave of absence.

The academic records of students on an academic leave of absence remain in an active status. While on an academic leave of absence, the student retains the right to use some campus facilities.