

Request for Leave of Absence

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

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.