



# HOOD COLLEGE

DIVISION OF ACADEMIC AFFAIRS  
Office of the Registrar

## Undergraduate Leave of Absence

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Academic Adviser Name: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Effective Semester(s) of Leave: 20\_\_\_\_\_ [ ] Fall [ ] Spring      Expected to Return: 20\_\_\_\_\_ [ ] Fall [ ] Spring

This form should be used by students who are leaving for one or two consecutive semesters (excluding summer and winter) and can specify with certainty the semester for which they will return. If the return is uncertain, or if they will be away for more than two consecutive semesters, they should submit a Withdrawal from the College form. **A student on a Leave of Absence (LOA) will be reported as withdrawn to the National Student Clearinghouse as of the first day of the semester of leave to signify they are not currently enrolled in classes. A withdrawn status may affect your student loan(s).**

**All Students- Payment of a Remaining Balance:** Any balance due at the beginning of the semester of leave is due to the college within 90 days of the start of that semester unless a payment plan is in place, or the account will be forwarded to a collection agency and be subject to additional fees. For any questions, please contact [accounting@hood.edu](mailto:accounting@hood.edu) or call 301-696-3607.

**The deadline to request a leave of absence is the end of the drop/add period for each fall and spring semester. If you are submitting a LOA form during the drop/add period, you will be responsible for 20% of the tuition for any courses dropped in accordance with the accounting policy and academic calendar.**

**STEP 1:** Meet with the Student Success Center, to discuss your situation and determine if this is the best course of action. *Library Suite 1027 (301) 696-3569 studentsuccess@hood.edu*

**SS Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STEP 2:** Meet with Financial Aid to discuss the impact an LOA may have on your student loans. *Joseph Henry Apple 3<sup>rd</sup> floor (301) 696-3411*

**FA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STEP 3:** Meet with the Dean of students. *Whitaker - Student Life Suite 2<sup>nd</sup> floor (301) 696-3579*

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**F1 Visa Holder only:** International students attending on an F – 1 visa must also obtain the signature of the Primary Designated School Official (PDSO) *Joseph Henry Apple 1<sup>st</sup> floor: (301) 696-3811 pdso@hood.edu*

**PDSO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do you have outstanding *incomplete* grades that are due within this leave period?** \_\_\_\_\_

**If so, for which courses:** \_\_\_\_\_

**Purpose of Leave:** [ ] Health [ ] Personal [ ] Employment [ ] Military Service [ ] Academic [ ] Financial [ ] Other

**Other (please explain):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_