

## Hood College Leave of Absence Petition

This petition should be used by students who are leaving Hood for one or two consecutive semesters (Fall and Spring) and can specify with certainty the semester in which they will return. If your return is uncertain, or if you will be away for more than two consecutive semesters, you should submit a Withdrawal from the College form. Students on a Leave of Absence for the second consecutive term will be reported to the National Student Clearinghouse as withdrawn in accordance with federal reporting requirements. This may affect your student loan(s). **Return this form to the Registrar's office (registrar@hood.edu).**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Major/Program of Study: \_\_\_\_\_

Academic Advisor Name: \_\_\_\_\_

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

|                      |                    |
|----------------------|--------------------|
| Semester(s) on Leave | Expected to Return |
| Fall 20_____         | Fall 20_____       |
| Spring 20_____       | Spring 20_____     |
|                      | Summer 20_____     |

Effective Date of Leave: \_\_\_\_\_

Purpose of Leave: Health \_\_\_\_\_ Personal \_\_\_\_\_ Employment \_\_\_\_\_

Military Service \_\_\_\_\_ Financial \_\_\_\_\_ Academic Reasons \_\_\_\_\_

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

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

***International students attending on F1 visas, must also obtain the signature of the College Primary Designated School Officer (PDSO).***

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

|  |             |
|--|-------------|
| <b>UNDERGRADUATE STUDENTS: OBTAIN THE FOLLOWING SIGNATURES</b> |             |
| Accounting: _____  | Date: _____ |
| Dean of Students: _____  | Date: _____ |
| Financial Aid (if applicable): _____                           | Date: _____ |

|                                   |             |                |            |
|-----------------------------------|-------------|----------------|------------|
| <b><i>For Office Use Only</i></b> |             |                |            |
| Admit/Matric Term & Year _____    | FTF _____   | Transfer _____ | Grad _____ |
| LOA Code Entered: LOA _____       | LOA2 _____  | LOHL _____     | LOMI _____ |
| LOAC _____                        | LOAFI _____ | LOEM _____     | LOPE _____ |
| LOOT _____                        |             |                |            |