



## Undergraduate Leave of Absence

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

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

This form should be used by students who are leaving Hood for one or two consecutive semesters (excluding summer) and can specify with certainty the semester in 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 **A student on a Leave of Absence will be reported as withdrawn to the National Student Clearinghouse as of the date the leave began to signify they are not currently enrolled in classes. A withdrawn status may affect your student loan(s).**

**STEP 1:** Meet with CAAR/Academic Services to discuss your situation and determine if this is the best course of action

**CAAR Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Rosenstock 3rd floor; (301) 696-3569*

**STEP 2:** Meet with Accounting to discuss your billing statement

**Accounting Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Alumnae Hall 2nd floor; (301) 696-3607*

**STEP 3:** Meet with Financial Aid to discuss the impact a Leave of Absence may have on your student loans

**Financial Aid Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Joseph Henry Apple 3rd floor; (301) 696-3411*

**STEP 4:** Meet with Dean of Students

**Dean Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Alumnae Hall 2nd floor; (301) 696-3573*

**STEP 5:** *If you are an international student attending on an F-1 visa, you must also obtain the signature of the College Primary*

*Designated School Official (PDSO)* **PDSO Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 6:** Return this completed form with signature to the Registrar's Office; [registrar@hood.edu](mailto:registrar@hood.edu) or Joseph Henry Apple 2<sup>nd</sup> floor

**Expected Graduation Date:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Academic Advisor Name:** \_\_\_\_\_

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

**Semester(s) on Leave**

Fall 20 \_\_\_\_\_  
Spring 20 \_\_\_\_\_

**Expected to Return**

Fall 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:** \_\_\_\_\_

**Residential Students Only: Departure from Room:** Within 24 hours of either the "Effective Date of Withdrawal" you write on this form or submitting this form to the Office of the Registrar, you must move out of your room and return your room key and Hood College ID card to the Whitaker Campus Center front desk Campus Safety Switchboard staff (open 24/7). You should inform your Resident Assistant and roommate you are moving out. Your room should be cleaned and all of your belongings must be removed. Any questions please contact [residencelife@hood.edu](mailto:residencelife@hood.edu) or call 301-696-3577.

**For Office Use Only:** Admit/Matric Term & Year \_\_\_\_\_ FTF \_\_\_\_\_ Transfer \_\_\_\_\_ LOA Code Entered: \_\_\_\_\_