



Undergraduate Leave of Absence

Student Name: _____ Student ID: _____

This form should be used by students who are leaving 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 A student on a Leave of Absence will be reported as withdrawn to the National Student Clearinghouse as of the date the leave began to signify they are not currently enrolled in classes. A withdrawn status may affect your student loan(s).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 the Student Success Center, to discuss your situation and determine if this is the best course of action. Library (301) 696-3314 studentsuccess@hood.edu

SS Signature: _____ Date: _____

STEP 2: Meet with accounting to discuss your billing statement. Alumnae Hall 2nd floor (301) 696-3607

ACCT Signature: _____ Date: _____

STEP 3: Meet with Financial Aid to discuss the impact a Withdraw may have on your student loans. Joseph Henry Apple 3rd floor (301) 696-3411

FA Signature: _____ Date: _____

STEP 4: Meet with the Dean of students. Whitaker - Student Life Suite 2nd floor (301) 696-3577 #4

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 1st floor: (301) 696-3811 pdso@hood.edu

PDSO Signature: _____ Date: _____

Expected Graduation Date: _____ Major: _____ Academic Adviser Name : _____

Do you have outstanding incomplete grades that are due within this leave period? _____

Semester(s) on Leave

Fall 20 _____

Spring 20 _____

Effective Date of Leave: _____

Expected to Return

Fall 20 _____

Spring 20 _____

Summer 20 _____

Purpose of Leave: Health _____ Personal _____ Employment _____ Military Service _____ Academic _____

Other (please explain): _____

Student Signature: _____ Date: _____

Residential Students Only: Departure from Room: Within 24 hours of either the 'Effective Date of Withdraw' 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 staff (open 24/7). You should inform you 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 or call (301) 696-3577.

For Office Use Only: Admit/Matric Term/Year _____ FTF _____ Transfer _____ LOA _____ Code _____