

2.16.5 Procedure for Requesting Leave of Absence or Withdrawal

Source: Student and Community Life Handbook 2018-19

A student may take a leave of absence from seminary for normally no more than one academic year. Students are not eligible for financial aid during a leave of absence. The student must present a written request to the academic dean. The dean may grant the request, and then normally notifies the faculty. (As noted above regarding Federal policies, a leave of absence longer than 180 days will be regarded as a withdrawal for Federal financial aid purposes. Recipients of Federal Student Loans must be aware that loan repayment will begin, including the expiration of your student loan grace period.) An approved leave of absence may be renewed for an additional academic year upon written request. A student who wishes to withdraw from seminary must obtain a withdrawal form from the registrar and present it to the academic dean, giving notice of the withdrawal date and last day of attending classes. A signature from the student's advisor is normally also required on the withdrawal form.