

2.17.5 Procedure for Requesting Leave of Absence or Withdrawal

Source: Student and Community Life Handbook 2023-2024

A student may be approved to take a leave of absence from seminary for normally no more than one academic year at a time. Students are not eligible for financial aid during a leave of absence. The student must complete the leave of absence form, which is an online form found on the MyWTS web portal. The academic 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for a subsequent additional academic year upon written request, with the student subject to being administratively withdrawn after two consecutive years of leave of absence and then not returning. A student who wishes to withdraw from seminary must complete a withdrawal form (found on the MyWTS web portal), giving notice of the withdrawal date and last day of attending classes.