**Policy Regarding Leave of Absence**

- Matriculating students who will not be registered for Marywood credit during a given semester should apply for a leave of absence.
- Upon formal approval of the leave from the Office of Academic Success, a specific termination date by which a student must either enroll again or request an extension is assigned.
- A leave of absence, including extensions, is not given for more than two years. This maximum two year period applies even when the sessions of leave are not consecutive.
- A student who does not enroll by the end of the leave of absence is considered to have voluntarily withdrawn from the University.

All information is required to process the leave of absence.

**Student and Leave of Absence Information** *(To be completed by the student)*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
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<table>
<thead>
<tr>
<th>Preferred Contact Phone Number</th>
<th>Student Identification Number</th>
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</tbody>
</table>

**Major Program of Study:**

**Reason for Requesting a Leave of Absence:**

**Effective Date:**
- [ ] On the date I submit this form to the Office of Academic Success *(semester deadline for dropping courses applies)*
- [ ] At the end of the current semester

**Student Certification**

I affirm that I have read the policy outlined above and am requesting a leave of absence from Marywood University.

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**Student Account Counseling** *(To be completed by the Cashier’s Office)*

I have reviewed the student’s account and informed them of their fiscal responsibility.

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**Administrative Certification** *(To be completed by the Office of Academic Success)*

The above named student is granted a leave of absence until the following semester: ____________________________

- [ ] The student has permission for automatic reactivation
- [ ] The student must present a Reactivation Form to the Office of Academic Success

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**Office of the Registrar**

2300 Adams Avenue
Scranton, PA 18509
Phone: (570) 348-6280
Fax: (570) 961-4758
E-mail: registrar@marywood.edu
Website: www.marywood.edu

**07/16**