



Leave of Absence Request

West Virginia University

Office of the University Registrar

_____-_____-_____
Student ID

Term: ex. 200908 _____
01 – Spring Term Last Enrolled Term to Begin Leave Term Plan to Return
05 – Summer (Fall or Spring term)
08 – Fall

Last Name

First Name Middle Initial College/Major

Student Address

City State Zip

_____-_____-_____
Area Code Phone Number

Reason for requested Leave of Absence: (Circle One)

- A – Attend community college
- B – Evaluate goals
- C – Family/personal problems
- D – Financial I – Academic
- E – Internship J – Missionary Work
- F – Medical K – Employment/Job
- G – Military service
- O- Other _____

Please specify

<input type="checkbox"/> In person <input type="checkbox"/> Letter <input type="checkbox"/> Phone/Letter <input type="checkbox"/> Other	<input type="checkbox"/> Be granted Leave of Absence status <input type="checkbox"/> Have my Leave of Absence extended <input type="checkbox"/> Be removed from Leave of Absence status
_____ Student Signature	_____ Current Date

Comments:

Authorized signatures:

Advisor's Name Signature

Advisor Department

Return to: Office of the University Registrar, PO Box 6009, Morgantown WV 26506

_____ OUR Signature	_____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

NOTES FOR LEAVE OF ABSENCE REQUEST

ELIGIBILITY

Full time undergraduate students, with a GPA of 2.0 or higher, may request a leave of absence when planning to leave WVU for one or more terms, excluding summer sessions. Students who have non-academic holds (i.e., delinquent loans, outstanding fees, etc.) will not be permitted to return from a leave of absence until all outstanding debts have been resolved.

ADVANTAGES

Special attention is given to the student on leave of absence. This includes the student's records being maintained in active status and written contact made with the student. Also, the student may use certain campus facilities such as the Writing Lab, Math Lab, Student Counseling Service and Career Services. Reentry to WVU is made easier for the student on leave of absence by waiving of application fees.

REQUESTING A LEAVE OF ABSENCE

A student must complete the leave of absence request form, have it signed by his/her adviser and submit to Office of the University Registrar PO Box 6009, Morgantown WV 26506-6009. Students formally withdrawing from WVU may request a leave of absence at the time of withdrawal. However, students planning to return the following term after withdrawing should not request a leave of absence. A student may request a leave of absence when leaving the institution at the end of a term or through correspondence up to one year after leaving campus. Leave of absence eligibility will be checked based on grades issued through the previous term. Any student who requests a leave of absence and does not qualify for leave of absence status will be notified.

TIME LIMITS

An initial leave of absence may be requested for up to two academic years. Extension of a leave of absence may be requested for a maximum of three additional years. However, an extension must be requested in writing one year at a time.

RETURN TO WVU

A student who returns to WVU from a leave of absence resumes normal enrollment status (i.e., full rights, privileges and responsibilities). WVU reserves the right to prohibit the reentry of any student who attempts or completes unsatisfactory academic work at another university or college while on a leave of absence.

FAILURE TO RETURN

If a student fails to return to WVU by the stated leave of absence return date, the student's name is removed from active status and the student record deactivated.

NOTE: *Completion of this form does not guarantee that leave of absence will be granted.*