Undergraduate Leave of Absence

Last Name: _____________________  First Name: _________________________

Student ID No.: ____________________________________________________

Semester:  Spring _______  Summer _______  Fall ________

Dates Requested:  From: __________________________  To: __________________________

Are you currently registered?  ☐ No  ☐ Yes:  If yes, you must also complete and submit the Undergraduate Withdrawal Form.

I am requesting an official Leave of Absence for the following reason:

__ Maternity Leave __ Family Obligation  __ Health Condition/Illness  __ Other (Explain): ______________

By filing this Leave of Absence and having it approved by Sierra Nevada College, the student will not incur additional charges. Financial Aid from the semester that the student takes leave will be forwarded to the semester the student returns. If you do not return to Sierra Nevada College as scheduled, you will be considered withdrawn as the state date of the Leave of Absence. This may affect grade periods relative to federal student loan payment schedules.

Leave of Absence Policy:

1. A single Leave of Absence may be granted for up to 180 days of instruction in a 12-month period.
2. A second Leave of Absence in the same 12-month period may be granted providing the second Leave of Absence does not exceed 30 days, is due to unexpected circumstances, and the combined number of days in both leaves does not exceed 180 days.
3. Additional leave in the same 12-month period may be granted providing the additional leaves are for documented jury duty, military leave, or family medical leave and does not exceed 180 days.

I understand that during my Leave of Absence, I must log into my SNC email address at least one time in six-months to avoid email deactivation.

____________________________________________________  ______________________
Student Signature  Today’s Date

This form must be turned into the Registrar’s Office immediately for processing. Late submission may result in account charges.

Below For Office Use Only

☐ Financial Aid Notified  ☐ Student Accounts Notified
☐ Dean of Students Notified  ☐ Student Support Services Notified
☐ Housing Director/Student Affairs Notified  ☐ SPACMNT Updated

Registrar’s Signature ____________________________________________  Date Received _____________________

Updated: 09/01/16