Office of the University Registrar

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
Tel: 215-895-2537
Fax: 215-895-1692

Revised 3/2009

Leave of Absence Form for Site Students

Name _____ _____ _____
Last First Middle Initial

University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Select Site: ☐ BCC ☐ Sacramento

Mailing Address _____

_____

_____

Date of Birth _____/_____/_____

Home Phone (_____)_____-_____

Work Phone (_____)_____-_____

Last enrollment: Term/Year _____/_____

E-mail _____

Select one of the following reasons for a leave of absence:

☐ Academic ☐ Active Military Service ☐ Family ☐ Financial

☐ Maternity/Paternity ☐ Medical ☐ Personal ☐ Other _____

Effective date of leave of absence: (Term/Year) _____ /_____

Expected date of return: (Term/Year) _____ /_____

1. Signature of Student _____ Date _____

2. Signature of Academic Advisor/Program Director _____ Date _____

For Registrar Use Only

Processed by _____ _____
Signature/Dept Date

Student Resource Center Representative _____ _____
Signature Date

Co-operative Education Representative _____ _____
Signature (*if applicable*) Date

International Students and Scholars Office _____ _____
Signature (*if applicable*) Date

Student Accounts/Bursar Representative _____ _____
Signature Date

Office of the University Registrar

Leave of Absence Rule Set

Purpose

Students use this form to formally request a leave of absence for less than one academic year (four consecutive terms). Students seeking to leave the institution for more than four consecutive terms should use the Withdrawal form.

Procedures

Students must indicate the appropriate reason for their request. These students seeking a leave of absence must list both the term and year that they anticipate returning to the institution.

Students must then meet with their academic advisor to inform the advisor of their decision to leave the institution and obtain their signature. International students are required to inform a representative of the International Students and Scholars Services of their decision to leave the institution and secure a signature. Students must finally meet with a student resource center representative to discuss the financial aid and billing implications of leaving the university.

The Leave of Absence form with appropriate signatures must then be submitted to the Student Resource Center for processing with the fax number provided.