



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

____ - ____ - ____ Phone

Phone Number

Reason for requested Leave of Absence: (Circle One)

In person Letter Phone/Letter Other

I request to: ___ Be granted Leave of Absence status
 ___ Have my Leave of Absence extended
 ___ Be removed from Leave of Absence status

Student Signature

Current Date

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

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

___ Approved

___ 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.*