



PERSONAL LEAVE OF ABSENCE REQUEST

PRINT NAME				
BERG I.D. NUMBER				
EXPECTED GRADUATION				

Please Print Clearly

LEAVE OF ABSENCE enables you to suspend your enrollment at Muhlenberg. Students who have been charged with a disciplinary infraction but who have not yet completed the Judicial process, will be unable to request a Leave of Absence until the Judicial process is complete. **A student requesting a leave of absence for medical or psychological reasons must consult the Dean of Students.**

A student may have no more than four semesters cumulatively of (1) any single type of leave or (2) a combination of leave(s) of absence and medical leave(s) of absence. You may take a personal leave of absence for a variety of reasons, including studying at another institution, working, traveling, or taking time away to reconsider future academic plans and goals.

Prior to the conclusion of the add/drop period, you may initiate a leave of absence without academic penalty. The date you begin the leave of absence will be indicated on your permanent academic record, and all registered courses for the term will be dropped.

From the 9th through the 45th day students who apply for a leave of absence will receive withdrawal (W) grades in each course for which they were enrolled.

Requests for a leave of absence will not be granted following the 45th day except through a successful petition to the Dean of Academic Life.

The Office of the Registrar must be notified at the end of each semester you are on leave whether you will be returning to Muhlenberg the following semester. **Failure to notify the Registrar will result in an Unofficial Withdrawal from Muhlenberg College.**

LEAVE TYPE	
<input type="checkbox"/> First Personal Leave of Absence <input type="checkbox"/> Leave of Absence Extension <input type="checkbox"/> Senior Residency Waiver	Do you plan to attend another institution during your leave? <input type="checkbox"/> No <input type="checkbox"/> Yes: _____ <div style="text-align: center; font-size: small;">NAME OF INSTITUTION</div> If yes, you must complete a Transfer Course Authorization form to ensure that courses taken elsewhere will contribute to your Muhlenberg degree.
EFFECTIVE DATE	
<input type="checkbox"/> Conclusion of Term: _____ <div style="text-align: center; font-size: x-small;">TERM AND YEAR</div> <input type="checkbox"/> Immediately: _____ <div style="text-align: center; font-size: x-small;">DATE</div>	Total semesters of leave: _____ I intend to resume studies at Muhlenberg: _____ <div style="text-align: right; font-size: x-small;">TERM AND YEAR</div>

SIGNATURES (Required if currently enrolled)			
<p>We strongly encourage all students to discuss taking a personal leave with their academic advisor, the Business Office, and Residential Services. Before you withdraw, please obtain those signatures below. If you receive Financial Aid, please obtain a signature from that office as well.</p> <p>International students are encouraged to obtain the signature of the Director of International Student Support. Students enrolled in the Education program should obtain the signature of their education advisor.</p>			
_____ <div style="text-align: center; font-size: x-small;">ACADEMIC ADVISOR(S)</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>	_____ <div style="text-align: center; font-size: x-small;">FINANCIAL AID (IF APPLICABLE)</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>
_____ <div style="text-align: center; font-size: x-small;">BUSINESS OFFICE - STUDENT ACCOUNTS</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>	_____ <div style="text-align: center; font-size: x-small;">INTERNATIONAL STUDENT SUPPORT (IF APPLICABLE)</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>
_____ <div style="text-align: center; font-size: x-small;">RESIDENTIAL SERVICES</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>	_____ <div style="text-align: center; font-size: x-small;">EDUCATION ADVISOR (IF APPLICABLE)</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>

STUDENT SIGNATURE	
<p><i>By signing below, I acknowledge that I wish to take a temporary leave of absence from Muhlenberg College. Any communications from the College during my leave will be directed to my Muhlenberg issued email address and/or my permanent home address on record. Failure to respond to communications from the Office of the Registrar could result in an unofficial withdrawal from Muhlenberg College.</i></p>	
_____ <div style="text-align: center; font-size: x-small;">STUDENT SIGNATURE</div>	_____ <div style="text-align: center; font-size: x-small;">DATE</div>

REGISTRAR'S OFFICE USE ONLY	
_____ <div style="text-align: center; font-size: x-small;">REGISTRAR'S SIGNATURE</div>	_____ <div style="text-align: center; font-size: x-small;">DATE RECEIVED</div>