



Academic Leave of Absence Form & Guidelines

I. Reasons for taking an Academic Leave of Absence:

- a. The Academic Leave of Absence Program was developed to help students in good standing who wish to take a planned leave from Western for one semester or an academic year. If you are one of these students, we want to accommodate your plans and needs to ensure an easier return to Western.
- b. When you return to Western you are guaranteed a place in your current major, without reapplication, provided all deadlines and rules are observed. When you register for your return semester you'll be given the same priority as continuing students.
- c. Taking an Academic Leave of Absence also ensures that your WOL account remains active.
- d. You may take courses at another college or university while on Academic Leave of Absence. **IF YOU PLAN TO TAKE COURSE YOU SHOULD PLAN TO HAVE THOSE COURSES EVALUATED FOR THEIR TRANSFERABILITY BEFORE YOU LEAVE WESTERN!!** (See the Attached Transfer Pre-Approval Form)

II. Eligibility:

- a. Only continuing degree seeking students in good standing are eligible for this program. This means you must have completed (or complete before you leave) at least one semester at Western and you must complete the semester immediately before you plan to go on leave.
- b. If you are registered for the semester you wish to begin your leave of absence you must officially drop all of your classes. Please see the Course Schedule for drop deadlines.
- c. You must be in good academic standing in order for your application to be accepted. See the college catalog for definitions of good academic standing.
- d. If you are not in good standing or have not completed a semester at Western your application will not be considered until grades are posted for the last semester in attendance so that your academic eligibility can be verified.

III. Application Deadline:

- a. **Your application for Leave of Absence must be completed and approved by the Registration Services office before the drop deadline for the term you wish to begin your leave.** See the Course Schedule for the drop deadline. If you are enrolled for the term you wish to begin your leave and it is past the drop deadline, you must officially withdraw from college through the Student Affairs office, Taylor 221, (970) 942-2090. (Exceptions may be made if there are extenuating circumstances.)

IV. Application Instructions:

- a. The application for Leave of Absence is available from the Registration Services office or online at www.western.edu/reg/forms.html. Registration Services will verify your academic standing and eligibility. Applications will NOT be considered until grades are posted for the last semester in attendance.

- b. You will need your advisor's signature signifying you have consulted with him/her and he/she is aware of your leave. In addition to your advisor, you need a signature from the Director of Student Financial Services, Ute Hall 118 (970) 943-2085. Student Financial Services will verify you have no outstanding cashier's holds and counsel you about financial aid (if you seek it in the future) and scholarships. If you have outstanding debts that accrue to your account while on leave, you will not be allowed to register until your debts are cleared.
- c. Registration materials and other correspondence will be mailed to the mailing address you provide on the application. If you choose, registration materials can be sent to you electronically and the course schedule can be downloaded from our website. Please provide an email address if you would like your registration materials sent electronically.
Be sure to notify Registration Services if your address changes while you are on leave.

V. Transfer Credit:

- a. You may take courses at another institution while on leave. If you plan to transfer course back to Western for credit towards your degree, list the institution(s) and courses you plan to take in the section provided on the application. It is important to consult with your advisor and the staff at the Registration Services office before registering for courses at another institution to determine the transferability of the courses.
- b. After completing your course work, request official transcripts be sent to Registration Services office before registration ends for the semester you wish to extend/shorten.
- c. Remember, you cannot extend your leave beyond one year. If you do not return to Western after one academic year you are required to readmit to the college. Applications for Readmission are available at the Registration Services office, Ute 131, or may be downloaded from our website at www.western.edu/reg/welcome.html.

VI. Registration Information:

- a. For the semester you plan to return, registration materials will be mailed or sent electronically to the address you indicate on the application. You can register for classes through WOL at your assigned registration time.
- b. You are required to consult with your advisor before registering for classes. A complete school directory is available online at www.western.edu/directories/Welcome.html.

VII. Extending or Shortening Your Leave of Absence:

- a. If you need to extend or shorten your leave by a semester you must notify the Registration Services office before registration ends for the semester you wish to extend/shorten.

VIII. Financial Aid:

- a. If you have been awarded financial aid or scholarships, you should consult with Student Financial Services in Ute Hall 118, to determine if taking an Academic Leave of Absence will jeopardize your eligibility for aid when you return. An Academic Leave of Absence does not secure any loans or grants you have been awarded. If you are receiving VA educational benefits you should consult the veteran's representative in the Registration Services office to avoid future problems.

IX. Student Status:

- a. You are not considered to be enrolled as a Western State student while on leave however taking an Academic Leave of Absence does allow you to register at your appropriate time and will keep your WOL account active throughout your leave.

WESTERN STATE COLLEGE OF COLORADO

Application for Academic Leave of Absence

Return completed form to:

Registration Services Office, Ute 131, Western State College, Gunnison, CO 81231

Or fax to (970) 943-2212. Call 970-943-7003 if you have any questions or email registrar@western.edu

Name _____
Last First Middle

Student Number _____ Date of Birth ____/____/____

Beginning leave: FALL SPRING of 20_____

Returning from leave: FALL SPRING of 20_____

Briefly explain reasons for applying for Academic Leave _____

Major _____ Advisor _____

Do you want your registration material emailed or "snail mailed" to you? _____

Mailing Address while on leave (Your registration information will be sent to this address!)

Street _____

City State ZipCode Phone

Email _____

Permanent Address

Street _____

City State ZipCode Phone

You must have the signatures below before applying for you leave.

Circle One: I DO / DO NOT plan to attend another institution while on leave.

(If you do plan to attend another institution please fill out a Transfer Pre-Approval Form)

Advisors Name (please print): _____

Advisors Signature: _____

Director of Financial Services Signature: _____

Student's Signature: _____

I certify that to the best of my knowledge, the information furnished in this application is true and accurate. I understand that if a hold is placed on my records or I am otherwise ineligible, I may not be allowed to register for classes.