

LEWIS & CLARK COLLEGE PETITION FOR LEAVE OF ABSENCE

This petition is divided into two parts. The first part provides general information about the Leave of Absence. The second part describes the procedures and paperwork that you must complete in order to take a Leave of Absence. Please read both sections carefully—failure to follow the necessary process may result in your request being delayed or denied.

I. GENERAL INFORMATION

1. Application and Duration of Leave. Students who wish to leave Lewis & Clark for a period of time must apply for a Leave of Absence. Except in extraordinary circumstances, the maximum leave that may be granted is two semesters.

2. Deadlines. Deadlines for filing a Request for Leave of Absence petition are:

November 1 (for a leave beginning in the Spring Semester)

April 1 (for a leave beginning in the Fall Semester)

Note: Students who require a medical leave or other type of emergency leave for the duration of the current semester should contact the Dean of Students' Office at any time. Upon the approval of the Dean of Students, these requests for emergency or medical leave will be forwarded to the Registrar for processing.

3. Academic Requirements

A. If a Leave of Absence is granted, all General Education requirements and major/minor requirements (if a major has been declared) in effect at the time of the leave remain in effect when the student returns at the end of the Leave.

B. Students who follow the procedure outlined below will be informed whether courses completed while not at Lewis & Clark will be transferable, and will be assured that reentry to the College will require no formal readmission application.

C. Academic courses completed while on Leave may not be transferable back to Lewis & Clark College unless approved in advance. All transfer credits must be approved by the Registrar's Office. Additionally, credits that the student proposes to apply to meet general education requirements must be specifically approved by the Registrar's Office and those that the student proposes to meet major or minor requirements must also be specifically approved by the department or program chair.

Students are encouraged to "pre-screen" all proposed transfer credits with the Registrar's Office before beginning the Petition for a Leave of Absence. This can take at least two weeks [See 13a].

To be considered transferable, all coursework/credits must

- be taken at an institution regionally accredited in the U.S.,
- be judged equivalent to Lewis & Clark coursework,
- have earned a grade of C or better,
- not be a repeat of credits already awarded by Lewis & Clark,

- be applicable toward the bachelor's degree at the host institution,
- not be taken online or via correspondence (distance learning),
- not be from a non-Lewis & Clark off-campus program that takes place at the same time and place as a Lewis & Clark off-campus program,
- not exceed the limits of Lewis & Clark residency, senior residency or residency within a major or minor.

Note: Students wishing to enroll in programs where a foreign university is the credit-granting institution must provide further information about that institution. In some instances, credit can be transferred directly from well-established, nationally recognized tertiary institutions recognized by the country's government as degree-granting universities. Credit is not transferred from language schools or institutes in other countries.

4. Obligations of Students Taking a Leave of Absence. A student on a Leave of Absence must do the following:

- A. Maintain and check Lewis & Clark email. The Registrar's Office will contact students during the semester prior to their anticipated return to LC via their Lewis & Clark email prior to the on-campus registration period to confirm the students' intention to return the next semester.
- B. Meet all regular College deadlines for registration, housing reservations, financial aid applications and similar matters. Students on Leaves of Absence will register via WebAdvisor during the on-campus registration period.
- C. Contact his or her faculty advisor prior to registration in order to obtain approval for registration.
- D. Before returning to Lewis & Clark, provide to the Registrar, if applicable, an official transcript of all work taken at another college or university during a Leave of Absence.
- E. Meet with his or her faculty advisor upon return to the College.

5. Modified Time of Return. A student who wishes to return to Lewis & Clark at a difference time than indicated on the original agreement, but within the two semester maximum, must inform the Registrar's Office in advance.

6. Withdrawal. Any student who fails to follow the procedures outlined below for requesting a Leave of Absence, or who fails to return at the end of the approved Leave of Absence, will be withdrawn. Withdrawn students wishing to return to the College must reapply through the Registrar's Office.

II. PROCEDURES FOR REQUESTING A LEAVE OF ABSENCE

1. The student must fill out the petition below.
2. The student then must meet with his or her faculty advisor to discuss the reasons for the Leave, and, if applicable, how any academic work the student plans to complete while on Leave fits into the student's overall academic plan. The student must obtain the advisor's signature indicating that this meeting took place.

3. The student should return the signed petition to the Office of Academic Advising. The Office of Academic Advising will confirm that the student understands the re-entry procedure and has provided all necessary information.

4. After completing these steps, the Office of Academic Advising will send the petition to the Registrar's Office . If the student is seeking to transfer courses from another institution while on leave, the student must attach

- the Non-Lewis & Clark Study Abroad Transfer Credit Application and/or
- the Application to Use Transfer Course(s) in the Major.

The courses/credits/programs will be reviewed for transferability and application toward specific requirements as requested by the student. It is important for the student to provide as much of the requested detail as possible, because the Registrar's Office can only make the official determination of transferability/applicability when the information is complete.

5. The Registrar's Office will forward the petition to the International Studies Coordinating Committee (ISCC, a subcommittee of the Curriculum Committee) if applicable (for non-Lewis & Clark overseas programs) and then to the Offices of the Dean of the College and the Dean of Students for their approval.

NOTE: Students wishing to study abroad at a non-Lewis & Clark program should be aware that without prior approval of their petition, they will not receive federal financial aid and may not receive Lewis & Clark transfer credit. Students wishing to explore such options are strongly encouraged to meet with the overseas office to investigate alternatives early in the process.

6. After review by the ISCC and the Offices of the Dean of the College and the Dean of Students, the petition will be returned to the Registrar's Office where the petition will be processed and the student will be informed by email whether the Leave request has been approved. This email also will be cc'd to the student's academic advisor and the Office of Academic Advising. Any decision to deny a Leave request may be appealed to the Petitions Subcommittee of the Curriculum Committee.

If you have any questions concerning the transfer of credit from another institution either in this country or overseas, please contact the Registrar's Office.

If you have any questions concerning non-Lewis & Clark overseas study options, please contact the Overseas Office.

If you have any general questions about taking a Leave of Absence, please contact your advisor or the Academic Advising Office.

REQUEST FOR A LEAVE OF ABSENCE

Part One: Personal Information *(must be typed)*

1. Name:

2. Student ID Number:

3. Lewis & Clark Email:

4. Year in School: FY SO JR SR

5. Current Mailing Address:

6. Permanent Mailing Address (if different from above):

7. Financial Aid Recipient: Yes No

8. Major/Minor (if declared):

9. Faculty Advisor(s):

Part Two: Explanation for Leave of Absence *(must be typed)*

10. Proposed date that Leave of Absence would begin:

11. Proposed date of return to the College:

12. Explanation for Leave of Absence. Please provide an explanation as to why you are requesting this Leave of Absence (*attach a separate sheet if necessary*). Also complete sections 13a and 13b *BEFORE* printing this document and obtaining any signatures.)

Note: If the explanation as to why you are requesting a Leave concerns a private or confidential matter that would not be appropriate sharing with your faculty advisor, please type “Private Matter—Discussed with the Dean of Students’ in the space above. For these confidential matters, you must meet with the Dean of Students, explain your request for a Leave of Absence, and obtain a signature on the line below. You still, however, must obtain your faculty advisor’s signature at the end of this petition.

I have met with _____ to discuss his or her request for a Leave of Absence.

Dean of Students

Date

13. Do you plan on taking courses for academic credit while on Leave? Yes No

13a. If yes, please provide detailed information about where you plan on taking these courses and, to the best of your ability, the courses that you plan to take. The Registrar’s Office will not be able to make an official determination about transferability of courses/credits and possible applicability toward specific requirements until the details are known, but it is understood that not all details can always be known in advance. The Registrar’s Office will work with students as much as possible to give as much pre-approval as possible, given the details that are available. The detailed information that is needed is:

- information about the institution offering the course/credit/program. If this is for a non-Lewis & Clark Overseas Program, complete and attach the Non-Lewis & Clark Study Abroad Transfer Credit Application. Also attach the “pre-screen” email/report if completed.
- course descriptions and credit amounts for the specific courses that will be taken (in some cases, more details such as syllabi or letters from instructors/Registrars’ will be needed), and
- student’s request to have courses/credits fulfill specific Lewis & Clark requirements . Additional approval by the department/program chair to fulfill major or minor requirements is required below. Complete the Application to Use Transfer Course(s) in the Major and attach to this petition. Also attach the “pre-screen” email/report if completed.

This part of the process can take at least two weeks. Students are encouraged to “pre-screen” all proposed transfer credits with the Registrar’s Office before beginning the Petition for a Leave of Absence.

13b. Explain your exceptional or compelling reasons for why you need to take these courses from the academic institution you chose. If there is potential overlap with Lewis & Clark courses or programs, please explain why the Lewis & Clark courses or programs are insufficient for your academic needs. Finally, if you are applying for a Leave of Absence to study abroad in a non-Lewis & Clark overseas program, describe the program’s suitability in regards to academics, housing, language, cultural immersion, credit, and other relevant criteria (*attach a separate sheet if more space is needed*).

14. Print your completed petition.

- If needed, obtain the signature of the Dean of Students (# 12).
- If you wish to apply any non-Lewis & Clark academic credits to major or minor requirements, please obtain the signature of the department or program chair authorizing this plan:

I have met with _____ to discuss his or her request to apply academic credits taken while on Leave to major/minor requirements. The following courses are approved to meet major/minor requirements:

The following are NOT approved to meet major/minor requirements:

Signature of Chair of Department/Program

Date

Having completed the petition above, please sign and date. You must next meet with your faculty advisor to obtain his or her acknowledgement that he or she has reviewed the request for a Leave of Absence. Then submit the signed petition to the Office of Academic Advising.

Student's Signature

Date

I have met with _____ and discussed this requested Leave of Absence.

Signature of Student's Faculty Advisor

Date

OFFICE USE:

Approval of the Registrar for Transfer Credits, if applicable

The following courses are approved to meet college credit requirements:

The following are NOT approved to meet college credit requirements:

The following are approved to meet general education requirements:

Registrar

Date

Approval of International Studies Coordinating Committee for non-L&C study abroad program, if applicable

Approved Not approved _____ Signature of Committee Chair _____ Date

Comments: _____

Approval of the Dean of the College

Approved Not approved _____ Signature _____ Date

Approval of the Dean of Students

Approved Not approved _____ Signature _____ Date