

Lewis & Clark College

Application for Leave of Absence



College of Arts and Sciences
Office of the Registrar
Phone 503.768.7335 | Fax 503.768.7333
E-mail reg@lclark.edu | www.lclark.edu

Please review the reverse side of this form for full instructions and information.

Name (First MI Last) _____ Date _____

LC ID# _____ Phone _____ Email _____

Address _____

Advisor _____ Major _____ Class SR JR SO FR

Current semester (semester & year) _____ Last date of attendance _____

Leave will begin Fall Spring Summer Year _____

Anticipated return Fall Spring Summer Year _____

The maximum length of leave that may be granted is two semesters.

Anticipated graduation semester & year _____

Explanation of Leave: (For private or confidential matters you may meet with the Registrar or Associate Dean of Students instead of completing this section, and if approved, may omit Step 1 below.)

STEP 1 Meet with your advisor and discuss the reason for your leave. If academic work will be completed on your leave, your advisor should assist you in determining how this work may benefit your LC Academic Plan. Your academic advisor must approve this leave before it will be processed.

Advisor's signature (approval) _____ Date _____

STEP 2 Will you be completing any coursework at another institution?

- No - continue to Step 3
- Yes – submit the following information or forms (if applicable) to the Office of the Registrar.
 - Request to have transfer courses prescreened. Information on the prescreening process can be found in the [transfer section of the catalog](#) or on the [Registrar's Website](#). You may contact the following for assistance:
 - Last name beginning with A – L: Tiffany Henning 503-768-7325 thenning@lclark.edu
 - Last name beginning with M – Z: Caitlin Hansen 503-768-7332 chansen@lclark.edu
 - [Course Substitution Form](#) (to apply transfer credit to the major/minor)
 - [Non LC Study Abroad Application](#) (required for study abroad)

NOTE: The transfer of credit from another institution is governed by the [Transfer Credit Policy](#) found in the [College Catalog](#). You should review that policy carefully before finalizing your leave to verify that your coursework will be eligible for transfer. If you have questions, contact the Registrar's Office.

STEP 3 Sign and return this form to the [Office of the Registrar](#) by the appropriate Deadline.

DEADLINES: November 1 for a leave beginning in the Spring Semester
 April 1 for a leave beginning in the Fall Semester

I have read and understand the information on this form including the information below. If I am planning to transfer credit from another institution, I have reviewed the [Transfer Credit Policy](#) and [Senior Residency](#) requirement.

Student's signature _____ Date _____

INSTRUCTIONS

- Complete the demographic section of this form, the proposed dates of the leave and the explanation of the reason for the leave.
- Meet with your advisor to discuss the leave and, if applicable, how academic work completed at another institution will be integrated into your Lewis & Clark academic plan.
- Submit any necessary forms for transfer credit prescreening or non-LC study abroad approval. Note that specific policies govern the transfer of credit from other institutions. Transfer credit from non US institutions requires both the preapproval of the International Studies Coordinating Committee (ISCC) and the evaluation of the credit by an outside evaluation agency. Please see the policy on [Transfer Credit](#) for specific details.
- Return the completed and signed form to the Office of the Registrar.

If a leave of absence is approved, the General Education requirements as well as the major and minor requirements in effect at the start of the leave will apply when the student returns from the leave.

Students who wish to return to Lewis & Clark at a different time than indicated on the original agreement (but within the two semester maximum) must inform the Registrar's Office in advance.

Students who fail to complete the procedure outlined above for a Leave of Absence, or fail to return at the end of the approved leave will be withdrawn. Students who wish to return to the College after being withdrawn must apply for readmission through the Office of the Registrar.

Please note the following:

- If you are a recipient of Financial Aid and are taking a leave of absence of 6 months or longer, it could affect your loan payback. Contact the Financial Aid Office to be certain you understand the terms of your financial obligations.
- Maintain and check your Lewis & Clark email account. The Registrar's Office will contact you during the semester prior to your anticipated return. All official communication is sent to the student's LC email address.
- Meet all regular College deadlines for registration, housing reservations, financial aid applications and other college matters.
- Contact your advisor prior to registration in order to obtain approval to register.
- If applicable, provide the Registrar's Office with an official transcript of all work completed at other institutions.
- Meet with your faculty advisor upon return to the College

If you have questions please contact Robin Jarecki, Associate Registrar at 503-768-7329 or email at rjarecki@lclark.edu.

For Office Use Only

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|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Verify LDA _____ | <input type="checkbox"/> SHIS | <input type="checkbox"/> Process distribution list rept. |
| <input type="checkbox"/> Delete from classes | <input type="checkbox"/> CRI | <input type="checkbox"/> Process FA rept. |
| <input type="checkbox"/> Remove from Waitlist | <input type="checkbox"/> Process email | <input type="checkbox"/> Transfer credit to DATC |
| <input type="checkbox"/> ASTR – Lott # | <input type="checkbox"/> Process Dean's rept. | <input type="checkbox"/> Ant. Grad date updated |