



STUDENT LEAVE OF ABSENCE

Rev. 6/10/14

I, _____, request permission for a leave of absence from Divine Word College for a period of no longer than one year and effective starting on _____.

My reason(s) for obtaining a leave of absence are:

While away from Divine Word College, I will do the following to deal with the reason(s) above, so that I can return to the College ready to complete my program:

At least six weeks prior to the semester of return, I will contact the Dean of Students and Vice President for Academic Affairs of my intention to return to the College.

If I do not return to Divine Word College within the period of my leave, I will need to follow the readmission process as stated in the Divine Word College Catalog.

Student: _____
Signature Date

Dean of Students: _____
Signature Date

VP of Academics: _____
Signature Date

Registrar: _____
Signature Date

Student Leave of Absence Policy

A student with good reason and with approval, by both the Vice President for Formation and the Vice President for Academic Affairs, may request and be granted a leave of absence for any period up to one year without withdrawing from the College. S/he may re-enroll after communicating directly with the Vice Presidents for Formation and Academic Affairs. The Dean of Students will maintain contact with the departing student during his/her absence. If the student does not return to the College within a year, s/he must re-apply to Divine Word College under the "Re-admission" section.

It is the intent that the leave of absence policy be used by students who have compelling reasons for stopping out of DWC for a short period of time. The Leave of Absence is not intended as an escape or easy way out, but rather as a mechanism for students with compelling reasons to take a one or two semester hiatus from the college. This hiatus is not intended for students with major academic or formational issues, but to allow a student to fix or take care of a situation which keeps him/her from applying himself/herself completely at DWC. Action on the part of the student that is necessary to deal with a particular situation prior to returning to DWC could be listed on the Leave of Absence Request form.

A compelling reason for a student to take a leave includes situations like: a family illness where the student is needed either for financial support or personal care; family financial trouble; personal illness. Taking courses at another institution or conflict with faculty or administration is not sufficient grounds for granting a request for leave. A student should take a maximum of one Leave while a student at DWC. Denials of a Leave of Absence by the deans may be appealed in writing to the President within one week. The President's decision is final.

Criteria looked at by Academic Dean:

- Student is in good academic standing (not on probation).
- Student meets the criteria for Satisfactory Academic Progress.
- Student has cumulative GPA of at least 2.50.
- Student has not failed courses due to unexcused or unexplained absences.
- Student has compelling reason for leave.

Criteria looked at by Dean of Students:

- Student is in good formation standing (not on probation).
- Student has had no disciplinary action brought against him/her for at least one year.
- Student has compelling reason for leave.