

MARYLHURST UNIVERSITY

OFFICE OF THE REGISTRAR

17600 Pacific Highway (Hwy 43)  
PO Box 261 • Marylhurst, OR 97036-0261  
503.699.6267 • 1.800.634.9982, ext. 6267  
Fax: 503.697.5596 • Email: registrar@marylhurst.edu



# Request for Leave of Absence

The Leave of Absence provides a short-term academic leave from Marylhurst University of up to one year maximum for students in good standing. Leaves of Absence are not normally granted to first-term students or to those who have been suspended or dismissed from the University. Those who are on an approved Leave of Absence are not considered to have withdrawn but maintain their matriculation status and catalog. The catalog statue of limitations will be extended to include the length of the Leave.

A Leave of Absence will NOT be granted to a student who has unresolved Incomplete or In Progress grades; is on academic probation or suspension; has an outstanding balance with Student Accounts; or has previously taken a total of one year of leave.

To re-enroll after a Leave of Absence, complete a *Request for Re-Entry*, available in the Office of the Registrar or online at [www.marylhurst.edu/registrar/](http://www.marylhurst.edu/registrar/).

**Students Receiving Financial Aid:** Taking a Leave of Absence may impact your financial aid. Contact your Financial Aid Counselor before requesting a Leave of Absence.

Name \_\_\_\_\_ ID # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Leave of Absence to begin with which term? Year \_\_\_\_\_ Term \_\_\_\_\_

*NOTE: The official start date of your Leave of Absence is the first day of the academic term requested. You cannot start your leave during a term in which you have already completed classes.*

REASON FOR LEAVE (Please check the one answer that best describes your reason)

- Academic                       Financial                       Health/Medical
- Job-related                       Military duty                       Personal/Family
- Other \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Approved     Denied    Registrar signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Eligible: Y N    If no, reason: \_\_\_\_\_

Leave Start: Yr/Trm \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_    Previous LOA: # times \_\_\_\_\_ # terms \_\_\_\_\_

Degree completion period: Entry Yr/Trm \_\_\_\_\_    Exp grad Yr/Trm (before leave) \_\_\_\_\_

Return:  Re-entry     Expired    Date \_\_\_/\_\_\_/\_\_\_    After LOA: # times \_\_\_\_\_ # terms \_\_\_\_\_

Exp grad Yr/Trm (after leave) \_\_\_\_\_