
GOUCHER | college
Official Leave of Absence (LOA) Form
Office of Records and Registration

(This form is not for suspension.)

A student in good academic and financial standing may request a leave for one or two semesters. A leave begins at the end of a regular semester. The student is expected to return at the conclusion of the leave or to request an extension of the leave. **Students who do not return this form are withdrawn from the college and must request reinstatement if they wish to return.**

To be granted a leave of absence a student must:

- complete this LOA form
- obtain approval of International Studies if a non-Goucher Study Abroad applicant
- return the completed form to the Registrar's Office.

Correspondence from Goucher College will be through your Goucher email address or by mail to the last permanent address noted on your student record.

Student ID# _____

Student Name

Last name (please print)	First name	Middle I.
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Last Year and Term of Attendance: _____ **Year and Term of Expected Return:** _____

Reason(s) for leave:

Medical _____

Study Abroad (non-Goucher) _____

Other _____

Student Signature _____ **Date** _____

Comments:

For Office Use :

Signatures

Assoc. Dean for Undergraduate Studies, Vice President/Dean of Students, or Assoc. Dean of Students _____ Date _____

International Studies Director (*for non-Goucher study abroad program only*) _____ Date _____

Financial Aid _____ Date _____

Bursar _____ Date _____

Return completed request in person, by mail or fax
Fax # 410-337-6504

Office of Records and Registration
Administrative Services
Goucher College
Dulaney Valley Road
Baltimore, MD 21204

For Registrar's Office

Notified:

- Faculty & Advisor
- One Card Office Student
- Post Office
- Residence Life1021

Date: _____