Official Leave of Absence (LOA) Form
Office of the Registrar

(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 Students who do not return this form are withdrawn from the college and must request reinstatement if they wish to return.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
• international students in F-1 status must notify the international student advisor
• obtain approval of International Studies if a non-Goucher study abroad applicant
• return the completed form to the Office of the Registrar.

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.

Last Year and Term of Attendance:  Year and Term of Expected Return:  
(limit of two semesters of leave of absence during the pursuit of the undergraduate degree)

Reason(s) for leave:

Medical ____________________________________________________________

Study Abroad (non-Goucher) __________________________________________

Other _____________________________________________________________

Student Signature _________________________________________________ Date __________________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Office Use:

Signatures

Assoc. Provost for Undergraduate Studies/ Vice Pres./Dean of Students or Ass’t Dean of Students  Date

Assoc. Provost for International Studies (for non-Goucher study abroad program only)  Date

Financial Aid  Date

Bursar  Date

Return completed request in person, by mail, fax, or scan to email
Fax #: 410-337-6504
Email: registrar@goucher.edu
Office of the Registrar
Student Administrative Services
Goucher College
1021 Dulaney Valley Road
Baltimore, MD 21204