

OFFICIAL LEAVE OF ABSENCE (LOA) Form
Welch Center for Graduate & Professional Studies

(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 **Students who do not return this form are withdrawn from the college and must request reinstatement if they wish to return.**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 Welch Center Assistant 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 initial**

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 graduate degree)

Reason(s) for Leave:

Medical: _____

Study Abroad (non-Goucher): _____

Other: _____

Student Signature _____ **Date:** _____

For Office Use Only:

Director/Assoc. Provost Signature: _____ **Date:** _____

Return completed request in person, by mail, fax, or scan to email

Fax #: 410-337-6085

Email: graduateprograms@goucher.edu

Welch Center for Graduate & Professional Studies

Goucher College

1021 Dulaney Valley Road

Baltimore, MD 21204

For Office Use Only

Staff: _____

Date: _____