REQUEST FOR PERSONAL LEAVE OF ABSENCE

Office of Academic Advising  Phone: (518) 580-5720  Fax: (518) 580-5749  Email: advising@skidmore.edu

Name:_____________________________  Class Year:_________  Skidmore ID#:________________

Faculty Advisor:_____________________  Phone:___________________  Email:____________________

I am requesting a personal leave of absence for:

    Fall 20____   Spring 20____   Full Academic Year: 20____ - 20____

Please Note: If you plan to take courses while on leave, it is recommended that you fill out the back page for credit pre-approval.

➢ On a separate sheet, please provide a brief statement explaining your request for a leave of absence at this time. If you wish you can email your statement to advising@skidmore.edu

STUDENT AGREEMENT:

I have read the “Information on Personal Leaves of Absence” and agree to the policies on registration, housing, financial aid, refunds, deposits and other stipulations pertaining to my leave once it is approved. I understand that the College will communicate with my parents or guardian before a leave of absence is approved. I also understand that my parents or guardian may be copied on correspondence from the Office of Academic Advising regarding my leave or returning from my leave.

_________________________________________  ____________________________
Student Signature                                      Date

FOR OFFICE USE ONLY

____ Approved [effective _____ through _____]  Notes: __________________________

CAS Official: __________________________ Date: ___________  PLOA: _________  PLOA-Waiver: _________

Parents Contacted:  Status List notified:  Faculty notified:  Letters sent: 

Office of Academic Advising 09/15
INFOGRAPHIC ON PERSONAL LEAVES OF ABSENCE

Procedures for Obtaining a Personal Leave
1. Consult with your faculty advisor, the Counseling Center, and/or the Career Development Center to help you plan the most productive use of your time away from the College.

2. Make an appointment with a staff member in the Office of Academic Advising to discuss your plans and submit your application. The Committee on Academic Standing will notify you of its decision.

Policies on Personal Leaves
1. Leaves are contingent upon the student’s good academic and financial standing with the College and subject to the College’s deposit and refund policies. It is the student’s responsibility to keep his or her financial record in order. See “Fees and Expenses” in the Skidmore Catalog.

2. A leave of absence may affect the student’s eligibility for financial aid, the schedule for repayment of federal loans, and his or her eligibility for athletic team competition. Students should carefully check on these possibilities with the Office of Financial Aid.

3. While a leave of absence is sometimes helpful to the student who is having academic problems, a leave will not be granted to a student who is facing possible disqualification from the College.

4. Once the Committee on Academic Standing approves a leave, the student will be considered officially on leave for the period designated in the leave application and will be withdrawn from all classes. Furthermore, the student will be withdrawn from the current residence hall assignment and must vacate his or her residence within 24 hrs. Thus, the student may not pre-register for courses or participate in room drawing for the leave period. The College will approve a student’s request to cancel a leave scheduled for a future semester and remain at Skidmore only when enrollments and residence space permit.

5. If you are requesting a leave of absence while an academic semester is in-progress, you must attend classes until your leave of absence is finalized. If you stop attending classes, your leave will go into effect and you will have 24 hours to vacate campus.

6. Skidmore registration materials and housing information will be sent to the student’s email and/or home address, unless the student on leave makes other arrangements with the appropriate offices of the College.

7. The student on leave will be expected to return to Skidmore after the expiration of the leave period and to pay tuition and other fees in accordance with the regular fee payment schedule.

8. Students may not use a personal leave for international study, and there is no pre-approval process for credits taken while abroad. Note: This does not apply to international students proposing to study at an accredited university or college in their home country.

9. Transfer credit (up to 18 credits per semester) will be guaranteed only for the courses listed on the original leave of absence request and completed with a grade of “C” or better. Alterations in the proposed course work should be reviewed by the Registrar’s Office and appropriate academic departments. It is the student’s responsibility to arrange for a transcript to be sent to Skidmore Registrar’s Office upon completion of the course work.

10. The Registrar’s Office assumes that you will register online for the next semester you will be on-campus. You may access all of the information that you need to register by logging onto the Registrar’s website and scrolling to the “Registration” section. Updated information is generally available in mid-March for the next fall semester, and mid-October for the next spring semester. Any registration questions can be sent to register@skidmore.edu.
**BURSAR’S OFFICE**

**Student Accounts Implications:**
The College’s policy states, “A student granted a personal leave of absence will be given a refund for prepaid tuition, room, and board charges in accordance with the college refund policy for the semester or semesters the student will not be in attendance at Skidmore. The advance returning deposit of $400 will be deducted from the refund to reserve a place for the student’s return. Students granted a medical leave of absence will be given a refund in accordance with the college refund policy. A tuition insurance plan is offered by Skidmore to insure that up to 100 percent of a semester’s tuition and room fees are returned to a student when the student has to withdraw from school due to a medical reason.” Please see the *Catalog* under the “Other Expenses” section for additional information on the tuition insurance plan. In the event that no refund is due, the deposit must be paid prior to the last day of classes of the last semester of attendance or upon notification of the leave approval, whichever is later. Failure to remit the appropriate deposit will jeopardize your leave status.

For specific questions regarding refunds, please contact the Bursar’s Office in Starbuck Center, or at 518-580-5830. For specific questions regarding financial aid, loan payments, etc., please contact the Office of Financial Aid located in Starbuck Center, or at 518-580-5750.

**Note:** For students receiving Financial Aid, federal regulations enacted in the spring of 1995 may have an impact on loan repayment schedules, etc. Please contact the Office of Financial Aid for complete information before taking a personal or medical leave.

**OFFICE OF RESIDENTIAL LIFE**

**Those students who have an approved leave:**
1. Should be aware that, once the Committee on Academic Standing has approved a leave, the Office of Residential Life will be notified and will reassign the student’s room; the student must vacate his or her room within 24 hours (as outlined in the Room and Board agreement). The College will approve a student’s request to cancel a leave only when enrollments and residence space permit.

2. Should work directly with the Office of Residential Life before departure.

3. SHOULD COMPLETE AND RETURN A HOUSING PREFERENCE FORM TO THE OFFICE OF RESIDENTIAL LIFE PRIOR TO DEPARTING FROM SKIDMORE.

4. Should pay the room deposit fee (and other required deposits) to the Bursar’s Office. Failure to do so will result in the student’s being unable to participate in any room-draw process.

**Returning from a leave:**
1. While on leave during the Fall, inform the Office of Residential Life in writing on or before November 1, confirming your return in the Spring semester.

2. While on leave during the Spring or full year, inform the Office of Residential Life in writing on or before March 1, confirming your return in the Fall Semester.

3. If you do not confirm your return, and residence hall space has been reserved for you, you will be charged for the room even if you do not make use of it. (Your filing of a Housing Preference Form essentially constitutes a lease agreement and precludes assignment of residence hall space to another student.)
SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM

Name: ____________________________ Class: ______ Date: ________________

Home Address: ______________________________________________________________________________________

Cell Phone: ________________ Email Address: ________________________________

I am returning: _____________________________ Semester _____________________________ Year

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

I prefer (list at least 3 residence hall choices):

_______ Single _________ Double

Residence Halls: ____________________________________________

_______ Apartments ____________________________________________

_______ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _______ Yes _______ No

I prefer: ___ Women’s Floor ___ Gender Neutral

Fall returners, please complete the following to aid us in room selection for the next academic year:

_______ I have arranged for a friend to draw for me ________________________________ Name

_______ I would like Residential Life to draw for me.

All residence halls (not apartments) are substance free. All residence halls and apartments are smoke free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement

________________________________________

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.

Office of Residential Life – 10/08
Leave of Absence – proposed course work pre-approval form

Instructions:
• Fill in course information about the classes you hope to take at a regionally accredited US college or program. International students may propose courses offered by an accredited institution in their home country.
• Discuss your potential course selections with your faculty advisor. **Be sure that you understand how your course selection affects your broader academic plans and your progress toward the degree.** Obtain your advisor’s signature.
• If you hope to receive credit toward your major or minor, please ask your department chair to complete the section entitled “To be completed by Department Chair.”
• Attach a course description for each class.
• Submit this application to the Office of Academic Advising, Starbuck Center.
• Up to 18 credits per semester can be earned and transferred back to Skidmore while on a leave of absence.
• Technical and professional courses cannot earn transfer credit.
• Maturity-level credit cannot be earned at a community college.
• Foreign Language courses require preapproval from the Foreign Language Department
• A letter grade of “C” or higher is required for transfer credit. “C-” or below will not earn transfer credit. Do **NOT** take classes “pass/fail”
• For further detail on Skidmore’s Transfer Credit Policy, please see:

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<th>Course title and number</th>
<th>Skidmore equivalent course # for major or minor</th>
<th>Does course count for 300-level maturity credit?</th>
<th>Number of Skidmore Credits</th>
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*Although more than one 300-level course can be listed, please remember that up to two (2) courses taken at another institution per semester (up to 8 credits total) may be used to fulfill Maturity Level requirements.*

**Faculty Advisor:** _I have reviewed the course of study proposed by my advisee and support his/her application._

Advisor's Signature: ______________________________ Date: _______