

	<h2 style="margin: 0;">Naropa University</h2> <h3 style="margin: 0;">Leave of Absence Request</h3>
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***Your LOA is not complete until you have received all approvals in this process.
Speak to financial aid before dropping courses.***

Last Name	First Name	M.I.	I.D. #	Social Security Number

Current Address: No. and Street, Apt. No.	City	State	Zip Code

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Current Phone No.	Academic Program

Actual Date of Last Attendance	Last semester you will attend before you leave	Semester you propose resuming studies

Address & phone number where you can be reached.	E-mail address

Reason for leave of absence (use additional paper if needed):

Signature of Student: _____ Date: _____

	Date of Notification	Comment	
Academic Advisor- Remember to Email			Effective Date
Assistant Dean of Students – (303) 546-3549			Reason Code
International Student Advisor			
Librarian			

Student Administrative Services: Financial Aid and Tuition Cashier will review after this form is submitted to SAS. You will receive an email if you have outstanding tasks.

Your leave of absence is not approved until Student Administrative Services gives the final approval.

Speak with Financial Aid before dropping classes

PROCEDURE FOR LEAVE OF ABSENCE FROM NAROPA UNIVERSITY

The Steps

- Make appointment with your **Advisor**. Your advisor will
 - Advise you to drop or complete courses. (Please note drop dates in Student Policy Handbook.)
 - Check academic standing
 - Develop plan to complete program
 - Fill in the projected Last Day of Attendance
 - Sign the original copy of Leave of Absence Form.
- Drop or withdraw from courses as indicated by your advisor. Speak with Financial Aid first!
 - You are academically and financially responsible for dropping or withdrawing from your own courses. Failure to do so does not relieve you of these responsibilities.
- Make appointment with the **Assistant Dean of Students** by calling (303) 546-3549. The Assistant Dean will:
 - Discuss the reasons for taking a Leave of Absence
 - Sign the Leave of Absence form
- Check with the **Library**.
 - Pay outstanding fines and/or return books due.
- Submit form to **Student Administrative Services**.
 - Before obtaining clearance from SAS you will have to
 - Complete any pending matters
 - Complete an online student loan exit interview at <http://mappingyourfuture.org> (if you have student loans)
 - Pay outstanding balance including fees or fines (contact the Tuition Cashier for details)

Int'l Students: If you are an F-1 International Student, you must have your form signed by the International Student Advisor.

Students with Financial Aid: If you are on financial aid suspension and expect to receive future financial aid, you will need to clear the suspension status before you can regain eligibility for financial aid. **You are strongly urged to speak with financial aid before dropping any of your courses. Failure to do so may have serious financial consequences.**

Policy related to taking a Leave of Absence from Naropa University

Students who are not registered for the current semester:

Deadline for Leave of Absence (LOA) is the last day of drop/add. If you are not registered nor have begun the LOA process by this date, you will be considered Unknown Withdrawal (UW). We must receive a notice from your advisor by this date to activate the LOA/Withdrawal process.

You have until the last day of withdrawal from classes for the current semester to complete your application. This means clearing up bursar holds, library holds etc. If your holds are not cleared by the last day to withdraw from classes you will be marked “not approved” and turned to Unknown Withdrawal. Students who are changed to Unknown Withdrawal will not be refunded their confirmation deposit.

Students who start their application late (we receive a notice from your advisor after the last day of drop/add) can still begin an application with a \$30 late fee. If you have already been turned to UW (in that semester) you will be considered “pending withdrawal”. You have until the last day to withdraw from classes to complete the application regardless of the date you began the process.

After the last day to withdraw, only medical/family emergency withdrawals from class can be accepted.

Students who are registered for the current semester:

Students who wish to apply for LOA in the current semester must speak with financial aid before dropping their courses. You are advised to drop classes and begin the withdrawal process before the last day of drop/add in order to avoid financial penalties. If you begin the process after the last day of drop/add, you will be financially responsible for any classes from which you withdrew. If you are still pending approval for your withdrawal you will be turned to Unknown Withdrawal after the last day to withdraw from classes. Students who are changed to Unknown Withdrawal will not be refunded their confirmation deposit.