



Naropa University Leave of Absence Request

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

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

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Current Phone No. Academic Program

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

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Address and phone number where you can be reached while on leave (if different from above). 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:

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|---------------|------|
| | |
| Financial Aid | Date |
| | |
| Tuition | Date |

Final Approval _____ **Date** _____

Office Use Only

All courses dropped/
Not registered

Student Survey completed

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.
 - 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.

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 *are* registered for the current semester but wish to apply for LOA in the current semester, are encouraged to drop their 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.