



LEAVE OF ABSENCE REQUEST

Name (please, print): _____

Permanent Address: _____

Phone Number: _____

Semester of Planned Leave: Spring Fall Year _____

Planned Semester of Return: Spring Summer Fall Year _____

If you decide to change your return semester after submitting this form, notify your academic dean as soon as possible.

Reasons for your request:

Documentation supporting your request (state what documentation is attached or will be presented):

I have read and understand the readmission criteria and process for returning to Clarke University in the [Academic Catalog](#).

Student's Signature _____

Date: _____

LEAVE OF ABSENCE PROCESS

1. Discuss the implications of your Leave of Absence on your progress toward degree with your academic advisor (optional).
2. Check with the [Financial Aid](#) office to find out how a leave of absence may affect your aid at Clarke University, if applicable.
3. Check with [Student Accounts](#) for outstanding balances and any questions you may have regarding refunds, if applicable.
4. If applicable, meet with [Residence Life](#) to discuss the implications of your Leave of Absence on your residence hall assignment (if living on campus) and/or make appropriate arrangements with your landlord (if living off campus).
5. Return all Clarke library books and/or pay any overdue book fines, if applicable.
6. The student must submit a "Leave of Absence Form" to their academic dean.
 - a. Medical Leave – The request must be accompanied by a letter, on official letterhead, from a doctor, a physician's assistant, or nurse practitioner. The letter must include the diagnosis, limitations it imposes on the student, and estimation of recovery time. Clarke University reserves the right to verify qualifications of the certifying professionals.
 - b. Personal Leave (for example, military service, participation in a study abroad program not affiliated to Clarke) – The request must be accompanied by documentation supporting the need for the leave.
7. The academic dean, in consultation with the appropriate faculty or staff, will make a decision based on the student's reasons for the leave and the documentation presented.
8. In order to return to Clarke University from a leave of absence, the student must contact their academic dean no later than one month prior to the start of the semester of re-enrollment.

A student who has not completed all conditions of the leave may be denied return or may have the leave extended not to exceed twelve months since it was first issued.

Students who attended another institution during the time of the leave must reapply and provide Clarke University with official transcripts.

A student's financial aid and room assignment are subject to change at the time of return.

The following criteria will be considered for readmission to Clarke University:

 - Clarke University GPA and number of credits at the time of the leave.
 - Overall standing at Clarke University at the time of the leave.
 - Disciplinary standing.
 - In some circumstances, a student who has been medically withdrawn may be asked to provide competent medical evidence that the condition no longer exists, or that the treatment has removed the substantial likelihood that the situation which caused the medical withdrawal will reoccur. In addition to the information a reapplying student submits, the university may also require the student, at his or her own expense, undergo a medical evaluation by a licensed mental health professional. The results of this evaluation must be disclosed to appropriate university personnel.
9. Returning students will meet with their academic advisor to discuss their plan to complete their degree program and, if recommended, the use of support services to ensure a successful return.