

APPLICATION FOR STUDENT ON LEAVE  
Randolph-Macon College, Ashland, VA 23005

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_ GPA: \_\_\_\_\_

SEMESTER(S)/YEAR YOU WILL BE ON LEAVE: \_\_\_\_\_

PROGRAM NAME AND ADDRESS FOR WHICH YOU REQUEST THIS LEAVE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of your letter of acceptance into the program and a written statement describing the benefits you expect to achieve by participating in it.

I certify that I have read and understand the Student on Leave policy described on the reverse of this application. I also certify that I currently carry a minimum of a 2.00 GPA. I understand that, if approved for a leave, I must successfully complete the program described and submit an official transcript in order to be re-enrolled at Randolph-Macon College. I further understand that the maximum leave time allowed by the College is one year.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY

ACADEMIC ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Work with advisor to register for term of return.*

RESIDENCE LIFE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Work with Residence Life for housing in term of return.*

BUSINESS OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Work with Business Office regarding billing.*

FINANCIAL AID: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Work with Financial Aid regarding awards and scholarships.*

OFFICE of INT'L EDUC: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Work with OIE regarding communications and updates.*

DEAN OF STUDENTS: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRAR: \_\_\_\_\_ DATE: \_\_\_\_\_

To re-enroll at Randolph-Macon College, contact the Registrar's Office:

STUDENT ON LEAVE POLICY  
Randolph-Macon College, Ashland, VA 23005

Students wishing to broaden their course of study by enrolling in distinctive non-degree programs at other institutions may qualify for the status of “student on leave” from Randolph-Macon College. To qualify for such status, students must present:

1. a GPA of at least 2.00 at the time of application and at the time of leaving the College,
2. proof of acceptance in a one- or two-semester non-degree program at another accredited institution, and
3. a written statement describing the benefits to be achieved by attending the off-campus program.

Applications for “student on leave” status are received by the Registrar on behalf of the Committee on Admissions, Credits, and Academic Status of Students, which will grant leaves for periods not to exceed one year. Applications are due at the time designated for registration for the subsequent term(s). Evidence of successful completion of the program must be presented to the Registrar *before* registration at Randolph-Macon College.

Students on leave are held to the same standards as students on campus and to any other conditions which the Committee might stipulate at the time of application. If these standards and conditions are upheld during the leave, students placed on leave are not required to apply for readmission to Randolph-Macon College, provided they satisfactorily complete the off-campus program and return to R-MC at the end of the stipulated period. Such students may register for the term in which they plan to return with the seniority afforded by their class standing. They retain eligibility for scholarship and financial aid awards upon their return, but they may not apply any Randolph-Macon scholarship or financial aid to the program being taken off-campus.

Examples of programs for which students may seek leave include study abroad opportunities with programs sponsored by other colleges, “Semester at Sea,” and Union College’s Appalachian Semester. Students contemplating a leave should contact the Registrar for an application and for guidance regarding eligibility.