

APPLICATION FOR STUDENT ON LEAVE

RANDOLPH-MACON COLLEGE

ASHLAND, VIRGINIA

Complete this form if you intend to take a leave of absence from Randolph-Macon College. Read the policy on the following page prior to completing this form. Only students in good academic standing are eligible for leave. Please return the completed form to the Registrar's Office along with the necessary accompanying documents.

Name: _____ ID: _____
Year Entered R-MC: _____ Academic Advisor: _____
Mobile Number: _____

Leave Start Date: _____ Expected Semester/Year of Return: _____

Reason for Leave (check one): Personal ____ Medical ____ Military ____ Academic ____ Other ____

This form must be accompanied by a personal statement from the student, explaining the need for the leave of absence. Students must provide appropriate documentation supporting the request (e.g., military orders, medical information, or proof of acceptance in a one or two-semester non-degree program at another accredited institution).

I certify that I have read and understand the Student on Leave policy described on the reverse of this application. If I am registered for any courses, by signing this form I authorize the Office of the Registrar to cancel my registration (if the effective date of the leave occurs before the last day of Add/Drop) or to withdraw me from courses, subject to the policy concerning mid-semester withdrawal (if the effective date of the leave occurs after the last day of Add/Drop). It is my responsibility to consult with the offices listed on the reverse of this application both prior to my departure and upon my preparation to return. I understand that I must meet with the Registrar to complete the Student on Leave process.

Student's Signature: _____ Date: _____

Registrar's Approval: _____

Comments/Requirements Governing Return: _____

W Grade(s) Assigned? Yes ____ No ____

Randolph-Macon College Student Leave Policy

A student who has been at Randolph-Macon College for at least one regular semester and who has a compelling medical, military, personal, or academic need may qualify for the status of “Student on Leave from Randolph-Macon College.” Completed applications for Student on Leave status are received by the registrar on behalf of the Committee on Academic Policies.

To qualify for such status, students must, in addition to completing the application: (1) provide a written statement explaining the need for the leave of absence; (2) provide appropriate documentation supporting the request (such documentation might include military orders, medical information, or proof of acceptance in a one-or two-semester non-degree program at another accredited institution); and (3) be in good academic standing. Any unsettled academic, judicial, or financial obligations to the college must be fully resolved before approval will be granted.

The maximum term granted will be 12 months from the start date of the leave of absence. After 12 months have expired, students on leave must formally apply for readmission to the 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 approval of the application. If all standards and conditions are upheld during the leave, students granted leave are not required to apply for readmission to Randolph-Macon. Such students may pre-register for the term in which they plan to return with the seniority afforded by their class standing. They retain their eligibility for scholarship and financial aid awards upon their return, but they may not apply any Randolph-Macon scholarship or financial aid to any programs or coursework being completed during the leave period.

Offices to Contact Prior to Departure and When Ready to Return

Academic Advisor – Contact your academic advisor to discuss your intention to take a leave and develop a plan for continuing progress towards degree and scheduling requirements.

International Students – If you are an international student, contact the Office of International Education (OIE) website for information regarding visa status.

Financial Aid – If you have or will be applying for financial aid, contact the Office of Financial Aid. You are responsible for determining how your leave will affect your current aid status and for applying for aid upon your return.

Registrar’s Office – The Registrar’s Office will work with you to preapprove courses that you plan to complete during your absence. If you pursue coursework elsewhere, you must submit an official transcript to the Registrar’s Office for review upon completion of the work.

Residence Life – Contact the Office of Residence Life and Housing if you plan to move out of campus housing upon leaving and/or if you plan to return to campus housing when you return.

Student Accounts – For information on how your leave status will affect your student account, contact the Business Office.