

# Saint Louis University Petition for Leave of Absence

# Form #4

<b>Section 1 Student</b>	<b>Student Name</b> _____	<b>Student ID</b> _____	<b>Student Email</b> _____
	<b>Primary Program/Major</b> _____	<b>Total Earned Hours</b> _____	<b>Student Phone #</b> _____

<b>Section 2 Period of Leave</b>	<b>Semester to Leave (fall/winter/spring/summer and year)</b> _____
	A leave of absence may only be requested prior to or during the add/drop period of the semester listed above.
	Please check if all courses should be dropped for the semester listed above. <input type="checkbox"/>
	<b>Semester to Return (fall/winter/spring/summer and year)</b> _____
	No later than one year from the beginning of the leave.

<b>Section 3 Student Justification</b>	State in clear, concise sentences why a Leave of Absence is being requested. Please attach any additional documentation.

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**I understand and acknowledge that:**

- \* A leave of absence may not be longer than one calendar year.
- \* During the leave of absence, students:
  - \* retain the graduation requirements of the Academic Catalog of their year of admission,
  - \* do not have enrollment status for purposes of health insurance or federal loan deferment,
  - \* are not eligible to reside on campus, attend classes or participate in extracurricular campus activities and
  - \* retain their SLU email account, access to mySLU.slu.edu and access to the libraries.
- \* Unless approved, students attending another institution will have their leave of absence revoked and therefore will be required to reapply to Saint Louis University in order to return.
- \* Undergraduate students must complete a Scholarship Deferment Form from Student Financial Services to determine if SLU aid will continue upon return. For questions please contact the office at 314-977-2350 or stop by DuBourg Hall, Rm 119.
- \* International students must consult with the Office of International Services concerning conditions of their student visas.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

**Section 5  
Approvals**

\_\_\_\_\_

**Advisor/Department Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Dean/Director Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

### Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to a leave of absence by signing in section 4.
3. Student meets with Advisor (Undergraduate) or Department (Graduate) to discuss petition and receives approval via signature in section 5.
4. Advisor/Department submits petition to their College/School/Center for Dean/Director approval.
5. College/School/Center submits approved petition to the Office of the University Registrar.
6. College/School/Center notifies student of approval.
7. Office of the University Registrar records the approved Leave of Absence on the student's record.

**Enrollment Services Center - DuBourg Hall, Room 119**

1 Grand Blvd. St. Louis, MO 63103    314.977.2269    [www.slu.edu/questions](http://www.slu.edu/questions)