

Office of Academic Advising Phone: (518) 580-5720 Fax: (518) 580-5749 Email: advising@skidmore.edu

Name: _____ Class Year: _____ Skidmore ID#: _____

Faculty Advisor: _____ Phone: _____ Email: _____

I am requesting a personal leave of absence for:

Fall 20____ Spring 20____ Full Academic Year: 20____ - 20____

Please Note: If you plan to take courses while on leave, it is recommended that you fill out the back page for credit pre-approval.

- **On a separate sheet, please provide a brief statement explaining your request for a leave of absence at this time. If you wish you can email your statement to advising@skidmore.edu**

STUDENT AGREEMENT:

I have read the "Information on Personal Leaves of Absence" and agree to the policies on registration, housing, financial aid, refunds, deposits and other stipulations pertaining to my leave once it is approved. I understand that the College will communicate with my parents or guardian before a leave of absence is approved. I also understand that my parents or guardian may be copied on correspondence from the Office of Academic Advising regarding my leave or returning from my leave.

Student Signature

Date

FOR OFFICE USE ONLY

____ Approved [effective ____ through ____]

Notes: _____

CAS Official: _____ Date: _____ PLOA: _____ PLOA-Waiver: _____

Parents Contacted: _____ Status List notified: _____ Faculty notified: _____ Letters sent: _____

INFORMATION ON PERSONAL LEAVES OF ABSENCE

Procedures for Obtaining a Personal Leave

1. Consult with your faculty advisor, the Counseling Center, and/or the Career Development Center to help you plan the most productive use of your time away from the College.
2. Make an appointment with a staff member in the Office of Academic Advising to discuss your plans and submit your application. The Committee on Academic Standing will notify you of its decision.

Policies on Personal Leaves

1. Leaves are contingent upon the student's good academic and financial standing with the College and subject to the College's deposit and refund policies. It is the student's responsibility to keep his or her financial record in order. See "Fees and Expenses" in the Skidmore Catalog.
2. A leave of absence may affect the student's eligibility for financial aid, the schedule for repayment of federal loans, and his or her eligibility for athletic team competition. Students should carefully check on these possibilities with the Office of Financial Aid.
3. While a leave of absence is sometimes helpful to the student who is having academic problems, a leave will not be granted to a student who is facing possible disqualification from the College.
4. Once the Committee on Academic Standing approves a leave, the student will be considered officially on leave for the period designated in the leave application and will be withdrawn from all classes. Furthermore, the student will be withdrawn from the current residence hall assignment and must vacate his or her residence within 24 hrs. Thus, the student may not pre-register for courses or participate in room drawing for the leave period. The College will approve a student's request to cancel a leave scheduled for a future semester and remain at Skidmore **only** when enrollments and residence space permit.
5. If you are requesting a leave of absence while an academic semester is in-progress, you must attend classes until your leave of absence is finalized. If you stop attending classes, your leave will go into effect and you will have 24 hours to vacate campus.
6. Skidmore registration materials and housing information will be sent to the student's email and/or home address, unless the student on leave makes other arrangements with the appropriate offices of the College.
7. The student on leave will be expected to return to Skidmore after the expiration of the leave period and to pay tuition and other fees in accordance with the regular fee payment schedule.
8. Students may not use a personal leave for international study, and there is no pre-approval process for credits taken while abroad. Note: This does not apply to international students proposing to study at an accredited university or college in their home country.
9. Transfer credit (up to 18 credits per semester) will be guaranteed only for the courses listed on the original leave of absence request and completed with a grade of "C" or better. Alterations in the proposed course work should be reviewed by the Registrar's Office and appropriate academic departments. It is the student's responsibility to arrange for a transcript to be sent to Skidmore Registrar's Office upon completion of the course work.
10. The Registrar's Office assumes that you will register online for the next semester you will be on-campus. You may access all of the information that you need to register by logging on to the Registrar's website and scrolling to the "Registration" section. Updated information is generally available in mid-March for the next fall semester, and mid-October for the next spring semester. Any registration questions can be sent to register@skidmore.edu.

BURSAR'S OFFICE

Student Accounts Implications:

The College's policy states, "A student granted a **personal leave of absence** will be given a refund for prepaid tuition, room, and board charges in accordance with the college refund policy for the semester or semesters the student will not be in attendance at Skidmore. The advance returning deposit of \$400 will be deducted from the refund to reserve a place for the student's return. Students granted a **medical leave of absence** will be given a refund in accordance with the college refund policy. A tuition insurance plan is offered by Skidmore to insure that up to 100 percent of a semester's tuition and room fees are returned to a student when the student has to withdraw from school due to a medical reason." Please see the *Catalog* under the "Other Expenses" section for additional information on the tuition insurance plan. In the event that no refund is due, the deposit must be paid prior to the last day of classes of the last semester of attendance or upon notification of the leave approval, whichever is later. Failure to remit the appropriate deposit will jeopardize your leave status.

For specific questions regarding refunds, please contact the Bursar's Office in Starbuck Center, or at 518-580-5830. For specific questions regarding financial aid, loan payments, etc., please contact the Office of Financial Aid located in Starbuck Center, or at 518-580-5750.

****Note:** For students receiving Financial Aid, federal regulations enacted in the spring of 1995 may have an impact on loan repayment schedules, etc. Please contact the Office of Financial Aid for complete information **before** taking a personal or medical leave.

OFFICE OF RESIDENTIAL LIFE

Those students who have an approved leave:

1. Should be aware that, once the Committee on Academic Standing has approved a leave, the Office of Residential Life will be notified and will reassign the student's room; the student must vacate his or her room within 24 hours (as outlined in the Room and Board agreement). The College will approve a student's request to cancel a leave only when enrollments and residence space permit.
2. Should work directly with the Office of Residential Life before departure.
3. SHOULD COMPLETE AND RETURN A HOUSING PREFERENCE FORM TO THE OFFICE OF RESIDENTIAL LIFE PRIOR TO DEPARTING FROM SKIDMORE.
4. Should pay the room deposit fee (and other required deposits) to the Bursar's Office. Failure to do so will result in the student's being unable to participate in any room-draw process.

Returning from a leave:

1. While on leave during the Fall, inform the Office of Residential Life in writing on or before November 1, confirming your return in the Spring semester.
2. While on leave during the Spring or full year, inform the Office of Residential Life in writing on or before March 1, confirming your return in the Fall Semester.
3. If you do not confirm your return, and residence hall space has been reserved for you, you will be charged for the room even if you do not make use of it. (Your filing of a Housing Preference Form essentially constitutes a lease agreement and precludes assignment of residence hall space to another student.)

**SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM**

Name: _____ Class: _____ Date: _____

Home Address: _____

Cell Phone: _____ Email Address: _____

I am returning: _____
Semester Year

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

I prefer (list at least 3 residence hall choices):

_____ Single _____ Double

Residence Halls: _____

_____ Apartments _____

_____ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _____ Yes _____ No

I prefer: ___ Women's Floor ___ Gender Neutral

Fall returners, please complete the following to aid us in room selection for the next academic year:

_____ I have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

All residence halls (not apartments) are substance free. All residence halls and apartments are smoke free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.

Office of Residential Life – 10/08

