

ONLINE ONLY STUDENTS: Student should complete all portions of the form except the advisor signature. Form may be emailed to advisor for electronic signature. Records Office will accept the form from either the student's or the advisor's ECU email address.

Request for Leave of Absence

Please acknowledge that you understand and agree to the following statements (read and check off each item):

By requesting a Leave of Absence (LOA) I am notifying East Central University (ECU) of my intent to remain unenrolled in excess of one calendar year from my last day of attendance.

I understand that completion of this form **WILL NOT** drop or withdraw me from currently enrolled courses – regardless of whether those courses are for the current or a future academic term. I understand it is my responsibility as the student to complete the correct form to request I be dropped or withdrawn from enrolled courses. Furthermore, I understand that if I fail to request a drop or withdraw, that I will be responsible for all related monies owed. I will not be granted forgiveness for my bill at a later date.

Students who only intend to remain absent for one calendar year or less **need not complete this form.**

If granted a LOA, it is only valid for a total of 24 months after your last date of attendance.

I have read the full policy pertaining to a LOA.

This form is not used to request a military leave of absence, which follows a different policy and procedure.

Only students enrolled at full-time status are eligible for a LOA.

I am not currently subject to academic or student conduct dismissal from ECU.

I have met with an academic advisor to discuss how a LOA will impact my academic progress.

I have contacted the Office of Financial Aid to discuss the impact of a LOA on my future financial aid.

If applicable to my student status at ECU, I have communicated my intent to request a LOA to Residence Life and/or the Office of International Student Services.

Which type of leave of absence are you requesting?

Medical Leave of Absence: Students may consider a medical LOA if they are experiencing a medical situation that hinders their ability to successfully complete coursework. Students who cannot complete a current term because of a medical emergency should also consider whether to apply for a Medical Withdrawal.

Personal Leave of Absence: Students may consider a personal LOA for family reasons, planned internship or educational experience not offered through ECU, or other reasons that require a student to be away from school for a limited period of time.

Please complete the following:

What will be your last date of attendance at ECU? (DD/MM/YY)

When do you anticipate returning to ECU? (DD/MM/YY)

You are **required** to complete, and attach with this form, a typed explanation of why you have requested a LOA. Students are also encouraged to submit with this form any supportive documentation. Supporting documentation is not required, but is encouraged if available.

I have attached my explanation (required)

I have attached supportive documentation (optional)

Returning from your leave of absence: To return from a LOA, students should first complete the readmission process via ECU's Admissions Office. After being readmitted, the returning student should submit to the Records Office a signed *Readmit Student Request to Maintain Prior Catalog Year* form, which can be obtained on the Records Office web page. The form may be submitted to the Records Office in person, or via email (registrar@ecok.edu) – but only if sent from an ECU email address. The form must be received by the Records Office within six months of the student being readmitted. Students who decide to return early – within one calendar year of leaving the university– need not be readmitted, nor do they need to submit the catalog year form.

Student Name (Printed):

Student ECU ID Number:

Student Signature:

Date (DD/MM/YY):

Academic Advisor Signature:

Date (DD/MM/YY):