



LEAVE OF ABSENCE REQUEST

Students must fill out a Leave of Absence form if the student is a) full-time and will miss one or more semesters or b) part-time and will miss two or more semesters. Failure to do so will require the student to go through readmission in the Office of Full-Time Admissions and to follow the program guide in effect during the term of return.

Students who have been granted a leave of absence and who have successfully completed 30 or more credits with a G.P.A. of 2.00 or above at Point Park University may return within a two-year period. These students remain on the program guide which they were following during their last term of attendance at the University.

A leave of absence may affect future financial aid. Please see the Office of Financial Aid.

A Leave of Absence form is not equivalent to a complete withdrawal. This is a separate process which must be completed in the Office of the Registrar within the published deadlines.

Student Name: _____ Student Number: _____

Address: _____ Telephone Number: Home _____
Work _____

Major: _____ Full-time _____ Part-time _____

LAST TERM IN ATTENDANCE: Fall _____ Spring _____ Summer _____ YEAR _____

TERM OF ANTICIPATED RETURN: Fall _____ Spring _____ Summer _____ YEAR _____

PERIOD OF TIME FOR WHICH LEAVE IS REQUESTED: _____

REASON FOR LEAVE: _____

Student Signature: _____ Date: _____

APPROVALS

Student Accounts: Clearance Yes _____
No _____

Signature: _____ Date: _____

Dean of Student Affairs: Clearance Yes _____
No _____

Signature: _____ Date: _____

Office of the Registrar: Clearance In good standing _____ May return on probation _____
Not permitted to return _____

Signature: _____ Date: _____