Academic Leave of Absence Form & Guidelines

I. Reasons for taking an Academic Leave of Absence:

a. The Academic Leave of Absence Program was developed to help students in good standing who wish to take a planned leave from Western State Colorado University for one semester or an academic year. If you are one of these students, we want to accommodate your plans and needs to ensure an easier return to WSCU.

b. When you return to WSCU you are guaranteed a place in your current major, without reapplication, provided all deadlines and rules are observed. When you register for your return semester you'll be given the same priority as continuing students.

c. Taking an Academic Leave of Absence also ensures that your MyWSCU account remains active.

d. You may take courses at another college or university while on Academic Leave of Absence. IF YOU PLAN TO TAKE COURSE YOU SHOULD PLAN TO HAVE THOSE COURSES EVALUATED FOR THEIR TRANSFERABILITY BEFORE YOU LEAVE WSCU!! (See the Attached Transfer Pre-Approval Form)

II. Eligibility:

a. Only continuing degree seeking students in good standing are eligible for this program. This means you must have completed (or complete before you leave) at least one semester at Western State Colorado University and you must complete the semester immediately before you plan to go on leave.

b. If you are registered for the semester you wish to begin your leave of absence you must officially drop all of your classes. Please see the Course Schedule for drop deadlines.

c. You must be in good academic standing in order for your application to be accepted. See the university catalog for definitions of good academic standing.

d. If you are not in good standing or have not completed a semester at The University your application will not be considered until grades are posted for the last semester in attendance so that your academic eligibility can be verified.

III. Application Deadline:

a. **Your application for Leave of Absence must be completed and approved by the Office of the Registrar before the drop deadline for the term you wish to begin your leave**. See the Course Schedule for the drop deadline. If you are enrolled for the term you wish to begin your leave and it is past the drop deadline, you must officially withdraw from the university through the Student Affairs office, 301 Taylor Hall, (970) 943-2011.
(Exceptions may be made if there are extenuating circumstances.)

IV. Application Instructions:

a. The application for Leave of Absence is available from the Office of the Registrar or online at www.western.edu/reg/forms.html. The Office of the Registrar will verify your academic standing and eligibility. Applications will NOT be considered until grades are posted for the last semester in attendance.

b. You will need your advisor's signature signifying you have consulted with him/her and he/she is aware of your leave. In addition to your advisor, you need a signature from the Director of Student Financial Services, L2 Taylor Hall (970) 943-3085. Student Financial Services will verify you have no outstanding cashier's holds and counsel you about financial aid (if you seek it in the future) and scholarships. If you have outstanding debts to your account while on leave, you will not be allowed to register until your debts are cleared.

c. Correspondence regarding registration will be emailed to your "western.edu" email address you provide on the application. Registration materials can be accessed electronically and the course schedule can be downloaded from our website. Please provide your "western.edu" email address.
Be sure to notify the Office of the Registrar if your address changes while you are on leave.

V. Transfer Credit:

a. You may take courses at another institution while on leave. If you plan to transfer course back to The University for credit towards your degree, please fill out a Transfer Pre-Approval. It is important to consult with your advisor and the staff at the Office of the Registrar before registering for courses at another institution to determine the transferability of the courses.

b. After completing your course work, request official transcripts be sent to Office of the Registrar before registration ends for the semester you wish to extend/shorten.

c. Remember, you cannot extend your leave beyond one year. If you do not return to WSCU after one academic year you are required to readmit to the university. Applications for Readmission are available at the Office of the Registrar, 300 Taylor Hall, or may be downloaded from our website at www.western.edu/reg/welcome.html.

VI. Registration Information:

a. For the semester you plan to return, registration information will be emailed to the WSCU email. You can register for classes through MyWSCU at your assigned registration time.

b. You are required to consult with your advisor before registering for classes. A complete school directory is available online at www.western.edu/directories/Welcome.html.

VII. Extending or Shortening Your Leave of Absence:

a. If you need to extend or shorten your leave by a semester you must notify the Office of the Registrar before registration ends for the semester you wish to extend/shorten.

VIII. Financial Aid:

a. If you have been received financial aid, you should consult with Student Financial Services in L2 Taylor Hall, to determine if taking an Academic Leave of Absence will jeopardize your eligibility for aid when you return. If you have borrowed federal loans while attending WSCU you are required to complete Stafford Loan Exit counseling. An Academic Leave of Absence does not secure any loans or grants you have been awarded. Any unused financial aid you have been awarded for the academic year will be cancelled. If you are receiving VA educational benefits you should consult the veteran's representative in the Office of the Registrar to avoid future problems.

IX. Student Status:

a. You are not considered to be enrolled as a Western State Colorado University student while on leave however taking an Academic Leave of Absence does allow you to register at your appropriate time and will keep your MyWSCU account active throughout your leave.

WSCU
Western State
Colorado University

Application for Academic Leave of Absence

Return completed form to:
Office of the Registrar, 300 Taylor Hall, Western State Colorado University, Gunnison, CO 81231
Or fax to (970) 943-2212. Call 970-943-7003 if you have any questions or email registrar@western.edu

Name_____
Last First Middle

Student Number_____ Date of Birth_____/_____/_____

Beginning leave: FALL ☐ SPRING ☐ SUMMER of 20_____

Returning from leave: FALL ☐ SPRING ☐ SUMMER of 20_____

Major_____ Advisor_____

Mailing Address while on leave:

_____
Street

_____
City State ZipCode Phone

_____
Western.edu Email Address Other Email

Permanent Address:

_____
Street

_____
City State ZipCode Phone

You must have the signatures below before applying for your leave.

Circle One: ☐ I DO ☐ DO NOT plan to attend another institution while on leave.

(If you do plan to attend another institution please fill out a Transfer Pre-Approval Form)

Advisors Name (please print):_____ Date _____

Advisors Signature:_____ Date _____

Director of Financial Services Signature:_____ Date _____

Student's Signature:_____ Date _____

I certify that to the best of my knowledge, the information furnished in this application is true and accurate. I understand that if a hold is placed on my records or I am otherwise ineligible, I may not be allowed to register for classes.

Revised 12/4/12