***Leave of Absence, Withdrawal, and Re-apply Processing (Graduate Programs)***

DEFINITIONS:

* **Leave of Absence** (active student put in leave of absence status – can return within one year)
* **Withdrawn** (left the program, not planning to return)
* **Change of Status** (term used by Reg and Records for process to change from enrolled/active to withdrawn)?
* **Change of Status form** (part of “Withdrawal or Leave of Absence Check List pdf)
* **Withdrawal or Leave of Absence Check List** (form from Reg and Records: <http://www.evergreen.edu/registration/forms/loa.pdf>)
* **Dismissal** (used by MPA) – student can be dismissed for program based on academic standing or behavioral standing
* **Re-apply** (process withdrawn student must follow to be considered to take classes again in graduate program)
* **Readmit** (process required to return for previously enrolled student from withdrawn status to active/enrolled status in Banner and with Reg&Records)
* **Reinstatement** (used by MPA and MES) – how do these programs define reinstatement?

LEAVE OF ABSENCE PROCESS (requesting to temporarily stop enrolling in courses):

1. Student initiates communication requesting temporary leave of absence from graduate program
2. AD and/or Director provide handout to student with information on the process and ask them to complete the required form (see below: “**FORM: REQUEST FOR GRADUATE PROGRAM LEAVE OF ABSENCE**”
3. AD and/or Director meet with student to discuss any questions about the process and to outline how this absence may affect their future in the program
4. AD and Director review written request for leave of absence (see below: “**FORM: REQUEST FOR GRADUATE PROGRAM LEAVE OF ABSENCE**”
5. AD and Director approve or deny the leave of absence request and communicate decision to student
6. If approved, AD works with Registration and Records to provide documentation Reg and Records needs to process the Change of Status to Leave of Absence

RETURNING FROM LEAVE OF ABSENCE (Less than one year):

1. Student initiates communication to AD or Director to request their return to the graduate program and permission to enroll again in their program with specifics on requested quarter for return (absent less than one year)
2. AD and Director review written request and follow program’s process to help student enroll in their program
3. No need to apply again since Banner record should still show as “Active”

WITHDRAWAL PROCESS (absent more than one year):

1. Students who are not enrolled after the 1 year Leave of Absence ends will be withdrawn from their graduate program.
	1. AD contacts Reg & Records to let them know the student has not returned
	2. Reg & Records updates Banner to show the student is no longer an active student
2. AD notifies student of change in writing and provides information on the Re-apply process

RE-APPLY PROCESS (requesting to enroll in program after absence of more than one year):

1. Student initiates communication to AD or Director to request their return to the graduate program and permission to enroll again in their program
2. AD and Director review written request to return to continue studies after an absence of more than 1 year (see below: **FORM: REQUEST TO RETURN TO GRADUATE PROGRAM AFTER MORE THAN ONE YEAR ABSENCE**)
3. If needed, AD and Director may choose to consult with Faculty or create a re-admission committee to review request to return to program
4. AD and/or Director may request a face-to-face meeting with student to discuss plan to complete program in time given in program
5. Once decision is made, AD will communicate decision to student (approve or deny)
6. If approved to return, AD will work with Reg & Records to return student to Active status in Banner

**LOA/WITHDRAWAL/RE-APPLY PROCESS**

**HANDOUT TO GIVE TO STUDENTS:**

Follow Reg and Records’

a) Change of Status form and b) Withdrawn checklist form

**FORM: REQUEST FOR GRADUATE PROGRAM LEAVE OF ABSENCE**

Initiated by: \_\_\_ Student \_\_\_\_ Graduate Program

FULL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evergreen student number: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information:

Email:

Phone:

Mailing Addresses:

Quarter last enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leave of absence from graduate program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed quarter to return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Academic Standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AD review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returning student review committee review completed: \_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documented in SPACMNT in Banner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM: REQUEST TO RETURN TO GRADUATE PROGRAM AFTER MORE THAN ONE YEAR ABSENCE**

FULL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evergreen student number: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarter last enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for withdrawal from graduate program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarter requested to return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change in circumstances that warrants return into program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coursework completed since last enrolled in graduate program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AD review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returning student review committee review completed: \_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documented in SPACMNT in Banner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_