

Submit to the Registrar's Office at the Enrollment Center, first floor Sverdrup Hall. Forms can also be faxed to 612/330-1425 or sent as a PDF email attachment to registrar@augsburg.edu

A Day-program student may apply for *Leave of Absence*, which will allow him/her to take one semester off while retaining an active student status. This means that the student's email account and online registration capabilities will remain active and the student will be allowed to register as normal for the semester following the approved *Leave of Absence* without applying for readmission. The *Leave of Absence* cannot be extended beyond one semester. Please discuss your plans to take a leave of absence with your academic adviser.

Only students who have completed the semester just prior to the *Leave of Absence* will qualify.

A student who wishes to withdraw from the current semester of classes should complete *Withdrawal from College* form found at <http://www.augsburg.edu/registrar/documents/forms/withdrawal.pdf>

Name _____ Student ID # _____

Mailing Address _____ City, State, Zip _____

Email Address _____@augsburg.edu Phone _____

I am requesting a one-semester Leave of Absence from: Fall Spring Academic Year: 20 ____ - 20 ____

Is this Leave of Absence for medical reasons? Yes No

Student Signature: _____ **Date:** _____

Residential Students

Do you live in campus housing? Yes No

If you live in campus housing, taking a *Leave of Absence* requires a signature from the Residence Life Office. This verifies you have discussed the financial implications of canceling your housing contract.

Residence Life Signature: _____ **Date:** _____

To be completed by the Registrar's Office

Date Processed: _____

Processed by: _____

Student Notified: _____

Advisor Notified: _____