

LEAVE OF ABSENCE & WITHDRAWAL CHECKLIST

Taking a leave of absence or withdrawing from college is a very serious decision. The Vice-President and Dean of Students will consult with the student to ensure awareness of all options and alternatives when making this critical decision. The Leave of Absence/Withdrawal Packet is designed to serve as a guide for students contemplating a Leave of Absence or Withdrawal.

CHECKLIST	Date Completed
ADVISOR/ACADEMIC DEAN	
Arrange appointments to meet with your Academic Advisor or Academic Dean of your academic college or his/her designate to address the following: <ul style="list-style-type: none"> • Reasons for withdrawing or taking a leave of absence. • Determine if it is more beneficial to “Withdraw” or take a “Leave of Absence” • Determine the academic effects of withdrawing or taking a leave of absence, i.e., incomplete work, loss of academic credit, etc. • Determine what needs to be done/deadlines if faculty members provide an incomplete in coursework. • Determine how your grades and academic progress towards graduation will be affected. • Identify processes and deadlines for returning. • If transferring, identify the process for obtaining transcripts. • Discuss your plans for the future. Do you plan to return or will you be transferring? 	
VICE-PRESIDENT and DEAN OF STUDENTS Campus Center	
Meet with the Vice-President & Dean of Students or his/her designate to address the following: <ul style="list-style-type: none"> • Reasons for withdrawing or taking a leave of absence. • Address the possibility of alternative courses of action. • Discuss your plans for the future. Do you plan to return or will you be transferring? • Address any concerns or issues with your experiences at Capital University, especially as related to academic programs, residence life, dining services, and student activities, etc. • Complete the Student Withdrawal Questionnaire. • Meet with your Resident Assistant/Residence Hall Coordinator to complete the check-out process and submit your residence hall keys. 	
FINANCIAL AID Yochum Hall	
Make an appointment with the Office of Financial Aid to review the following: <ul style="list-style-type: none"> • Current financial aid status. • Complete financial aid exit interview process. • Determine the financial consequences of withdrawing or taking a leave of absence. • Identify your remaining financial aid eligibility. • Discuss process for reinitiating your financial aid prior to re-enrollment. • Identify the process for receiving your final statement regarding tuition and fees for the current semester of enrollment from the Office of Student Accounts. 	
STUDENT ACCOUNTS Yochum Hall	
Make an appointment with the Office of Student Accounts to review the following: <ul style="list-style-type: none"> • Address financial obligations and billing questions and concerns. • Identify the process for receiving your final statement regarding tuition and fees for the current semester of enrollment from the Office of Student Accounts. 	

IMPORTANT PHONE NUMBERS

Unified College Dean	236-6204
Career Services.....	236-6606
Center for Lifelong Learning-Columbus.....	236-6996
Center for Excellence in Learning & Teaching (Tutoring & Academic Support Services)	236-6327
Financial Aid	236-6511
Registrar	236-6150
Residence Life & Housing	236-6811
Student Accounts	236-6123
Vice-President and Dean of Students.....	236-6611

Capital University

OFFICIAL LEAVE OF ABSENCE/WITHDRAWAL FORM

You must complete this form if you are taking a Leave of Absence or Withdrawing from Capital University. Please submit the completed form with appropriate signatures to the Office of the Registrar.

Last Name _____ First Name _____ Middle Initial _____
 Student ID _____ Phone Number _____ Cell Phone _____

What mailing address should the University use to forward information?

Address _____
 Address _____

ENROLLMENT STATUS

1. What is your major? _____
2. Are you completing the current semester? Yes No Not enrolled
3. If no, when was the last day you attended class? _____

Month Date Year

Please check the box that corresponds with your intended enrollment action.

- Leave of Absence** A leave of absence may be granted to a student who wishes to interrupt, but not permanently discontinue, enrollment at Capital University. To be eligible for a leave of absence, the student must be in good academic and disciplinary standing. Students who have been dismissed for any reason from the University are not eligible to request a leave of absence. Eligible students may take up to one year of academic leave. Any leave of absence that results in course withdrawal after the mid-point of the term will result in a grade of F unless overruled by the student's academic dean.
- Withdrawal** A student who wishes to withdraw from the university must meet with the VP/Dean of Students to complete the official withdrawal process. The student's grade report and transcript will reflect the university withdrawal by recording all W's for that semester. The date of withdrawal is the last date of class attendance as verified by the VP/Dean of Students. Any applicable refunds are based on this date. Students who completely withdraw from school may lose a semester of financial aid eligibility or be required to pay back a portion of any financial aid received. Therefore, it is extremely important that students consult with the financial aid office **before** withdrawing from classes.

The **Leave of Absence** or **Withdrawal** is requested for the following reason(s):

- Personal
- Medical
- Financial
- Transferring
- Family
- Religious
- Military
- Work-Related
- Other *(please explain)*

4. If taking a Leave of Absence, when do you anticipate returning to Capital University?
 Fall _____ Spring _____ Summer _____
5. If you are withdrawing, will you be transferring to another college or university? Yes No
6. If yes, what is the name of the college or university you will attend? _____
7. Are you a residential or commuter student? Residential Commuter
8. If a residential student, what is the name of the residence hall in which you reside? _____

All students who break the Campus Housing Agreement will be responsible for payment of a \$300 Cancellation Fee and prorated room and meal plan charges based on the date of check-out from the residence halls.

SIGNATURE VERIFICATION

Department	Signature	Date Completed
Vice-President/Dean of Students		
Financial Aid		
Student Accounts		
Student		

You may have academic, personal, financial, and/or other business obligations to address with other offices on campus. Please initial below to verify that you have been informed of your responsibility to make arrangements to meet with the persons/offices identified to address any academic, personal, and/or financial obligations.

- Academic Advisor** _____ **Residence Life & Housing** _____

For Office Use Only

The Official Last Day of Enrollment as verified by Vice-President & Dean of Students _____

Month Date Year

 LOA/WD after Mid-Point of Term Yes No Grade to be Assigned after Mid-Point of Term F W
 Student Withdrawal Questionnaire received? Yes No

Capital University
STUDENT WITHDRAWAL QUESTIONNAIRE

Withdrawing from college is a very serious decision. Please take a few minutes to assist us with providing better experiences for our students. Your honest responses would be greatly appreciated. All responses are strictly confidential. Please know that we appreciate you taking time to help us provide better services to our students.

1. Student Identification Number _____

2. Last Name _____ First Name _____ Middle Initial _____

3. When did you begin to think about withdrawing?

- First Week Second Week Third Week Fourth Week Fifth Week Sixth Week Other

4. Please explain why you are considering withdrawing from Capital University?

5. Do you receive Financial Aid? Yes No 6. Are you receiving Federal work-study? Yes No

7. Are you employed/working? Yes No

8. Where do you work? On Campus Off-Campus

9. How many hours a week do you work? 1-10 hours per week 11-15 hours per week
 16-20 hours per week 21 – 35 hours per week
 Full-time (36 or more hours per week)

ACADEMIC & SUPPORT SERVICES

Listed below are a number of reasons why students sometimes decide to leave college. Please check **all** statements that describe the reasons you considered in your decision to withdraw from Capital University.

1= Strongly Disagree (SD) 2= Disagree (D) 3= Neutral (N) 4= Agree (A) 5= Strongly Agree (SA) NA= Not Applicable

ACADEMIC

10. I am undecided about my major	1	2	3	4	5	NA
11. The College curriculum is too narrow	1	2	3	4	5	NA
12. The university faculty have an impersonal attitude	1	2	3	4	5	NA
13. My major is not offered	1	2	3	4	5	NA
14. I experienced class scheduling issues	1	2	3	4	5	NA
15. I am dissatisfied with the administration (<i>academic, student services</i>)	1	2	3	4	5	NA
16. The quality of the major is inadequate	1	2	3	4	5	NA
17. Academic advising is inadequate	1	2	3	4	5	NA
18. I need a break from academics	1	2	3	4	5	NA
19. I registered for courses that I did not need	1	2	3	4	5	NA
20. Dissatisfaction with my grades	1	2	3	4	5	NA
21. I do not feel academically challenged	1	2	3	4	5	NA
22. Tutoring was not helpful for me	1	2	3	4	5	NA
23. The academic program is too rigorous	1	2	3	4	5	NA
24. Grading is unfair	1	2	3	4	5	NA
25. My study habits are poor	1	2	3	4	5	NA
26. There was a lack of individual contact with faculty	1	2	3	4	5	NA
27. Uncertain about the value of education	1	2	3	4	5	NA
28. Other _____						

SOCIAL

29. There are a lack of student activities	1	2	3	4	5	NA
30. I am dissatisfied with the campus social life	1	2	3	4	5	NA
31. I did not get involved with any club or organization	1	2	3	4	5	NA
32. I feel lonely/alone	1	2	3	4	5	NA
33. I am dissatisfied with the student population	1	2	3	4	5	NA
34. I am dissatisfied with the athletic program	1	2	3	4	5	NA
35. Capital University is too small	1	2	3	4	5	NA
36. I have conflicts with my roommate	1	2	3	4	5	NA

37. My living environment was unsatisfactory	1	2	3	4	5	NA
38. The standards of campus conduct/student behavior is too strict	1	2	3	4	5	NA
39. The standards of campus conduct/student behavior is too liberal	1	2	3	4	5	NA
40. Other _____						

FINANCIAL

41. Capital University is too expensive	1	2	3	4	5	NA
42. My financial Aid did not cover all my costs	1	2	3	4	5	NA
43. I need to withdraw to get a job	1	2	3	4	5	NA
44. I did not budget money well	1	2	3	4	5	NA
45. I had conflicts between job and college	1	2	3	4	5	NA
46. I could not find a job on campus at Capital University	1	2	3	4	5	NA
47. I accepted a full-time job	1	2	3	4	5	NA
48. I was unable to obtain a summer job	1	2	3	4	5	NA
49. I encountered unexpected expenses	1	2	3	4	5	NA
50. Other _____						

PERSONAL

51. I am not sure of my academic and career direction/goals	1	2	3	4	5	NA
52. I have family problems	1	2	3	4	5	NA
53. My parents/relatives want me to withdraw	1	2	3	4	5	NA
54. I am not motivated to be a successful student at Capital University	1	2	3	4	5	NA
55. I need to be closer to home	1	2	3	4	5	NA
56. I am getting married	1	2	3	4	5	NA
57. I am too far from my boyfriend/girlfriend	1	2	3	4	5	NA
58. I have a personal issue that I need to resolve away from Capital	1	2	3	4	5	NA
59. I have a health care issue that I need to resolve away from Capital	1	2	3	4	5	NA
60. I have fulfilled my personal goals	1	2	3	4	5	NA
61. I felt racial/ethnic discrimination	1	2	3	4	5	NA
62. Other _____						

63. Did you live on campus? Yes No If yes, what residence hall? _____

64. What did you enjoy about the Capital University experience?

65. Were you involved in any extracurricular activities? Yes No
 If yes, Please identify the activities in which you were involved.

66. How could we keep you at Capital University?

67. Are you enrolling at another institution? Yes No
 If yes, name of the institution: _____

68. What are your academic goals/plans (i.e., do you plan to complete a Bachelor's, Master's or Ph.D. degree)?
 Associate Degree Bachelor's Degree Master's Degree Doctorate Professional Degree

69. Would you recommend Capital University to your friends, family, and/or other students? Yes No
 If no, please explain why not.

70. Please use this space to provide any other information that might enhance the student experience at Capital University.

Student Signature _____ Date _____