Taking a leave of absence or withdrawing from college is a very serious decision. A representative from Academic and Student Affairs 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

**ACADEMIC & STUDENT AFFAIRS**  
**Student Union**

Meet with the representative from Academic and Student Affairs to address the following:

- Reasons for withdrawing or taking a leave of absence.
- Address the possibility of alternative courses of action.
- 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.
- 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.
- Identify processes and deadlines for returning.
- If transferring, identify the process for obtaining transcripts
- The Academic and Student Affairs Representative will complete the Leave of Absence/Withdrawal form.
- Meet with your Resident Assistant/Area Directors 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:

- 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:

- 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.

**REGISTRAR’S OFFICE**  
**Yochum Hall**

- Drop off completed form for a representative to process
- If transferring request a transcript to be sent to new school.

### IMPORTANT PHONE NUMBERS

(All numbers are 614-236-XXXX)

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Student Affairs</td>
<td>6611</td>
</tr>
<tr>
<td>Academic Success</td>
<td>6327</td>
</tr>
<tr>
<td>Career Development</td>
<td>6606</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>6511</td>
</tr>
<tr>
<td>Registrar</td>
<td>6150</td>
</tr>
<tr>
<td>Residence and Commuter Life</td>
<td>6811</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>6123</td>
</tr>
</tbody>
</table>
Traditional Student Leave of Absence/Withdrawal Form

You must complete and obtain the appropriate signatures. You must return this form to the Office of the Registrar in order to be officially withdrawn from Capital University.

Last Name___________________________ First Name_______________________ M.I._____
Student ID______________ Phone Number ___________________ Cell Phone _____________

What address should the University use to forward any remaining mail or other information?

Address__________________________________________________________________________

In what semester did you start?    Term ________       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, financial 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.

□ Withdrawal

A student who wishes to withdraw from the university must meet with the Academic Affairs Office to complete the official withdrawal process. If the withdrawal is approved 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 Academic Affairs Office. 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  □ Family

□ Religious  □ Military  □ Work-Related  □ Mission Work  □ Other (please explain)

_________________________________________________________________________________
_________________________________________________________________________________

4. If taking a Leave of Absence, when do you anticipate returning to Capital University?

☐ Fall ______  ☐ Spring ______  ☐ Summer_____

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Academic and Student Affairs</td>
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<tr>
<td>Student Accounts</td>
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<tr>
<td>Financial Aid</td>
<td></td>
<td></td>
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<tr>
<td>Registrar’s Office</td>
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</tbody>
</table>

You may have academic, personal, financial, and/or other business obligations to address with other offices on campus. Please check the appropriate boxes 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 Adviser  ☐ Residence Life & Housing

For Office Use Only

Official Last Day of Enrollment as verified by Academic and Student Affairs

LOA/WD after Mid-Point of Term ☐ Yes  ☐ No
Student Withdrawal Questionnaire received? ☐ Yes  ☐ No

Date of Determination verified by Academic and Student Affairs

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

SIGNATURE VERIFICATION

Student Signature __________________________________________ Date ____________________
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.

Last Name _______________________________ First Name ______________________ Middle Initial ___


When did you begin to think about withdrawing?
- [ ] Before the Start of School
- [ ] First Week
- [ ] Second Week
- [ ] Third Week
- [ ] Fourth Week
- [ ] Fifth Week
- [ ] Sixth Week
- [ ] Other

When you first decided to attend Capital University, what were the factor(s) in that decision?

Please check all that apply:
- [ ] Academic Reputation
- [ ] Academic Programs
- [ ] Location
- [ ] Size
- [ ] Athletics
- [ ] Overall Cost
- [ ] Alumni Parent(s)
- [ ] Scholarships & Financial Aid
- [ ] Influence of family/friends
- [ ] Other

With whom did you discuss your decision to withdraw? (Check all that apply)
- [ ] Parents/Relative
- [ ] Faculty Member
- [ ] Advisor
- [ ] College Staff Member
- [ ] Fellow Student/ Friend
- [ ] Career Services
- [ ] Employer
- [ ] Other _____________________________

### Reasons for Leaving University

Listed below are a number of reasons why students sometimes decide to leave college. Please blacken the oval indicating whether each of the reasons listed as a **major** reason, a **minor** reason, or **not** a reason that you considering leaving Capital.

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>Major Reason</th>
<th>Minor Reason</th>
<th>Not A Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dissatisfied with my grades</td>
<td>()</td>
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<td>()</td>
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<tr>
<td>2. Courses were too difficult</td>
<td>()</td>
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<tr>
<td>3. Courses were not challenging</td>
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<td>4. Inadequate study habits</td>
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<td>5. Too many required courses</td>
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<tr>
<td>6. Disappointed with the quality of instruction at this college</td>
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<tr>
<td>7. Undecided about major</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTITUTIONAL</th>
<th>Major Reason</th>
<th>Minor Reason</th>
<th>Not A Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Desired major was not offered by Capital</td>
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<tr>
<td>9. Desired major was offered, but course content was unsatisfactory</td>
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<tr>
<td>10. Academic advising was inadequate</td>
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<tr>
<td>11. Experienced class scheduling problems</td>
<td>()</td>
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<td>12. Could not find housing I like</td>
<td>()</td>
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<tr>
<td>13. Unhappy with Capital rules and regulations</td>
<td>()</td>
<td>()</td>
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<tr>
<td>14. Impersonal attitudes of college faculty and staff</td>
<td>()</td>
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<tr>
<td>15. Dissatisfied with the social life at Capital</td>
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<tr>
<td>16. Inadequate facilities for physically handicapped students</td>
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</table>

<table>
<thead>
<tr>
<th>FINANCIAL</th>
<th>Major Reason</th>
<th>Minor Reason</th>
<th>Not A Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Financial aid received was inadequate</td>
<td>()</td>
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<td>()</td>
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<tr>
<td>18. Encountered unexpected expenses</td>
<td>()</td>
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<tr>
<td>19. Could not find part-time work at Capital</td>
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<tr>
<td>20. Could not obtain summer employment</td>
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<tr>
<td>21. Did not budget my money correctly</td>
<td>()</td>
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</tbody>
</table>
PERSONAL

22. Felt alone or isolated
23. Commuting distance to Capital was too great
24. Had conflicts with my roommates
25. I am getting married
26. Wanted to live nearer to my parents or loved ones
27. Health related problem (family or personal)
28. Influenced by parents or relatives
29. Felt racial/ethnic tension
30. Did not like the size of Capital
31. Experienced emotional problems
32. Wanted to travel
33. Family responsibilities were too great
34. Uncertain about the value of a college education
35. Wanted a break from my college studies
36. Difficulty in obtaining transportation to Capital

Did you live on campus?  □ Yes  □ No  If Yes, what Residence Hall: __________________________________________
Were you involved in any extracurricular activities?  □ Yes  □ No  If Yes, which activities did you participate in?

What are your plans for the coming year? (Please select all that apply)
☐ Attend a different college or university full time
☐ Attend a different college or university college part time

Institution & Intended Major: __________________________________________

☐ Work full time  ☐ Work part time
☐ Care for home and/or family  ☐ Travel
☐ Other (please specify):

Do you expect to complete college eventually?  □ Yes  □ No

Would you consider returning to Capital University at a later date?  □ Yes  □ No

If so, would you want to receive communication from the university on a regular basis?  □ Yes  □ No

If yes, what e-mail address would you like us to contact you at? __________________________________________

Student Signature ____________________________________________ Date _________

Your feedback is extremely important to us and we appreciate you taking the time to complete this survey.
Thank you.

08/19/16