

Application for a Personal Leave of Absence

Completed forms must be returned to the Office of Academic Deans via email, fax, or postal mail. For a fall semester or academic year leave, a student should submit the application by **July 13**. For a spring semester leave, the application should be submitted by **November 15**. For further information, visit www.mtholyoke.edu/academicdeans/non_acad_leave.

- International students applying for a personal leave of absence must consult with the Dean of International Students to discuss immigration regulations pertaining to their student status.
- Students should contact Student Financial Services with questions or concerns regarding tuition, loans, or financial aid.

A. Student Information

First Name: _____ Last Name: _____ Class Year: _____
MHC Email: _____ Phone Number: _____ MHC ID: _____

B. Address While on Leave

During the (final) semester of your approved leave, an Intentions Form will be emailed to your Mount Holyoke email address. This form must be completed by the deadline in order to be eligible to return to the College at the end of your leave.

C. Leave Information

Duration of Request: ___ Fall Semester and / or ___ Spring Semester of the Academic Year (i.e. 2020 / 2021) ___ / ___

Reason(s) for requesting a leave (check all that apply):

___ Internship ___ Family ___ Financial ___ Travel ___ Participate in a Non-Academic Program
___ Other: _____

Please write a brief statement, which explains why you are requesting a leave.

Do you plan on taking academic courses while you are on leave? ___ Yes ___ No

Are you considering transferring to another institution? ___ Yes ___ No

Student Signature: _____ Date: _____

D. Office of Academic Deans' Approval

Students must consult with their Class Dean in order for a personal leave request to be approved. If the leave is requested mid-semester, the effective date of the leave is set in this consultation with the dean. Students are also encouraged to speak with their faculty advisor before taking a leave.

Class Dean Signature: _____ Date: _____

E. For Office Use Only

Effective Date: _____

(if leave is pre-approved for an upcoming semester, the effective date is the first day of classes for that semester)