

## Application for an Academic Leave of Absence

Complete this application **ONLY** if you are applying to study full-time at an **accredited U.S.** institution or program. This form is not for international programs.

**Deadlines for submission:** March 1 for fall semester or academic year; November 15 for spring semester.

### A. Student Information

Student Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

MHC Email: \_\_\_\_\_

Major: \_\_\_\_\_

### B. Institution / Program Information

In the space below, name the institution or program to which you are applying to study. Please note that Mount Holyoke financial aid does not travel to the host institution. If you have questions about your financial aid or loans, please contact Student Financial Services (413-538-2291).

Accredited Institution: \_\_\_\_\_

Semester(s) of leave (select one or both): \_\_\_\_\_ Fall      \_\_\_\_\_ Spring

Academic Year (i.e. 2020 / 2021): \_\_\_\_\_ / \_\_\_\_\_

### C. Study Proposal

Describe the importance of study at another institution in the context of your educational goals. Be specific about the relationship of the work proposed to your academic program at Mount Holyoke, or, if appropriate, to other goals and interests you may have. (Attach an additional sheet if necessary.)

**D. Mount Holyoke Graduation Requirements**

List below all requirements (including distribution, major, minor, PE, etc.) to be completed upon return to Mount Holyoke.

**E. Tentative Plan of Study**

List all courses you plan to take during your year or semester away from Mount Holyoke. Be as specific as possible, given the information you have on course availability. This is a tentative plan of study, and we realize your actual course choices are likely to differ from it. Asterisk (\*) course(s) you wish to apply toward your major and indicate which requirement(s) any other courses may fulfill. NOTE: Courses that are to satisfy College requirements (e.g. distribution) or requirements for the major MUST be approved individually by the appropriate department(s); forms are available from the Registrar's Office, Mary Lyon Hall, Room 6. *Approval of the study plan does not in itself constitute approval of specific courses.*

**Fall**

**Spring**


**F. Student Signature**

I have carefully reviewed my degree requirements with my major advisor or the chair of my prospective major department, the registrar, and my class dean/advisor. I understand that permission for an academic leave does not ensure admission to another institution and that I must file the necessary application as a visiting student to the college or university concerned and receive its favorable decision. I also must finish the preceding semester's work at Mount Holyoke and have a 2.70 cumulative grade point average.

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

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

**G. Approval of Major Advisor**

Signature of major advisor (or, for sophomores, chair of major or prospective major department) indicates that you have discussed your plans and that it should be possible for you to complete the major upon your return to Mount Holyoke. Students planning to double major must have BOTH advisors/ department chairs sign.

Advisor or Department Chair Signature: \_\_\_\_\_

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

**Final approval of your academic leave rests with the Office of Academic Deans. A decision notification and further instructions will be sent to your MHC email account. If your application is approved, you will have the opportunity to accept or decline the leave.**

**Please return the completed application to the Office of Academic Deans, 300 Mary Lyon Hall.**