



COLLEGE of CHARLESTON

CENTER FOR ACADEMIC PERFORMANCE AND PERSISTENCE

66 George Street
Lightsey Center, Room B-12
Charleston, South Carolina 29424-0001
Phone: 843.953.5674
Fax: 843.953.5544
Email: capp@cofc.edu

REQUEST FOR LEAVE OF ABSENCE (LOA)

Name: _____ Student ID#: _____
Last First M

Address: _____

Phone: _____ Email: _____

Current cumulative GPA: _____ * Major: _____ Advisor: _____

**Students seeking a LOA must have a cumulative gpa of 2.0 or higher. NOTICE: If a leave of absence is NOT approved due to ineligibility, you will be completely withdrawn from the College. This does NOT mean you will be awarded grades of "W" in your courses. Please contact CAPP for questions about your LOA eligibility or your plans to complete current courses.*

Last term enrolled at CofC: _____ LOA Term(s) Requested: _____/_____ *

**If you are already enrolled for courses for one of the terms for which you are seeking LOA, please drop these classes online via MyCharleston before the end of add/drop.*

Will you attend a Summer Session immediately before, during, or immediately after your LOA ?

No Yes—If Yes, which Summer Session? _____

Reason for requesting this leave of absence is as follows (please check those which apply):

- Employment conflict
- Official church mission
- Family problem/emergency
- Permanently/totally disabled
- Financial hardship
- Personal reasons
- Foreign aid service of government
- Service in military (not transfer duty)
- Medical circumstances
- Other (Please give specifics)

(If necessary, use back)

Students requesting LOA for a current semester should consult the refund schedule on the Treasurer's Office website. For questions or to appeal a refund, contact the Treasurer's Office at 843-953-5572.

It is recommended that you discuss your leave status and coursework with your advisor prior to leaving campus. You should consider both courses to take upon your return and any potential courses while away from the College. If you plan to take any courses elsewhere while on leave, you must request to do so through the Registrar's Office.

Please note that if you discontinue enrollment from the College of Charleston, whether voluntarily or not, re-entry for future semesters may be contingent on satisfying conditions outlined by the Offices of Student Affairs and Center for Academic Performance & Persistence.

IMPORTANT NOTE FOR FINANCIAL AID RECIPIENTS: For purposes of an approved Leave of Absence under federal Title IV financial aid regulations, the student's Leave of Absence must not exceed a total 180 days, when added to all other Leaves of Absence in any 12-month period. If a student who has received federal Title IV loans (Perkins, PLUS, and Ford Federal Direct Subsidized or Unsubsidized Loans) does not return from an approved Leave of Absence, some or all of the repayment deferral period may be exhausted, and loans may go into repayment. For purposes of the Title IV programs, the date of withdrawal is backdated to the first day of the approved Leave of Absence. This policy also includes students who do not return from an approved leave for study abroad. **Federal student loan recipients who are considering a Leave of Absence are encouraged to visit with a financial aid counselor prior to applying for a leave to review the impact of a leave on loan repayment.**

Student's Signature

Date

FOR OFFICE USE ONLY

Approved/Denied: _____

CAPP Staff Signature

Date

Effective Term: _____