

**APPLICATION FOR LEAVE OF ABSENCE OR WITHDRAW**

*Please complete this form and submit to the Office of Student Affairs for an exit interview.*

A **LEAVE OF ABSENCE**, generally taken for one semester, indicates that the student plans to return to the college at a later date. Leaves will normally be approved for no more than two semesters. If the student does not return after a leave of two semesters, the student will automatically be withdrawn from the college and must reapply for admission to return thereafter.

A **WITHDRAW** indicates that the student is not expected to re-enroll at Pitzer.

*Applying for a Leave of Absence or Withdraw **after** the final day to drop courses will result in the letter grade "W" on the Pitzer transcript for each registered course in that semester. "W" indicates that the student withdrew from the course in good standing and carries no grade point value. Applying for a Leave of Absence **before** the final day to drop courses removes registered courses from the Pitzer transcript.*

**NAME:** \_\_\_\_\_ **PITZER ID NUMBER:** \_\_\_\_\_

Please check one of the following and provide the required information.

\_\_\_\_\_ I am requesting a **LEAVE OF ABSENCE** for: \_\_\_\_\_ FALL ~OR~ \_\_\_\_\_ SPRING YEAR: 20\_\_\_\_\_

Academic term expected to return from leave: \_\_\_\_\_ FALL ~OR~ \_\_\_\_\_ SPRING YEAR: 20\_\_\_\_\_

*Keep in mind that providing a leave return date does not constitute written notification of return, and should not be considered a confirmation of return. **You must provide written notification to the Registrar's Office six weeks prior to the beginning of the semester for which you wish to return.** Without written notification, no paper work will be processed for your return and a possible automatic withdrawal from the college may take place.*

\_\_\_\_\_ I am requesting to **WITHDRAW FROM PITZER COLLEGE** as of \_\_\_\_\_ (date).

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**Last day in classes:** \_\_\_\_\_ **Last day in residence hall:** \_\_\_\_\_

**Last day in dining hall:** \_\_\_\_\_ **Residence hall:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **Contact Phone#: ( )** \_\_\_\_\_

**(Check One):**  Cell  Home  Work

**Your reason for leaving or withdrawing:** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EXIT INTERVIEW** *To be completed by the Office of Student Affairs only*

**Name of interviewer (print)** \_\_\_\_\_ **(Signature)** \_\_\_\_\_

**Effective date of leave/withdraw:** \_\_\_\_\_

**PLEASE NOTE:** YOU CANNOT RECEIVE CREDIT FOR STUDY ABROAD DURING THE ACADEMIC YEAR WHILE ON A LEAVE OF ABSENCE FROM THE COLLEGE. CREDIT FOR STUDY ABROAD IS ONLY POSSIBLE IF APPROVED IN ADVANCE BY THE EXTERNAL STUDIES COMMITTEE AND WITH PAYMENT OF REGULAR PITZER TUITION, ROOM, BOARD, AND OTHER STUDENT FEES.

## Exit Survey

If you are planning to take a leave of absence or withdraw from Pitzer college, we request that you complete our Exit Survey that is on-line at the following link:

<http://www.pitzer.edu/surveys>

Your comments are most helpful to us in creating a college experience that is enjoyable and educational for all our students. Your answers will not be used in any way associated with your name. All responses are collected and analyzed in groups only. Individuals will not be identified with particular answers. All answers are *confidential*.