

APPLICATION FOR PERSONAL LEAVE OF ABSENCE

Email this form to the Office of Academic Advising (advising@skidmore.edu) from the student’s Skidmore email.

Last Name	First Name	Class Year	Skidmore ID #
Faculty Advisor Name		Student Phone	Student Email

The maximum duration of a leave is two sequential semesters. If you do not return to study in the semester indicated, you will be administratively withdrawn from the College and may apply for readmission.

First-year students applying for a fall-only leave must consult with the Director of the First-Year Experience and include additional application materials as specified on the Office of Academic Advising’s “Leave of Absence” webpage.

I am applying for a personal leave of absence for: **Fall 20**_____ **Spring 20**_____

The semester I am planning to return to Skidmore: _____

STUDENT AGREEMENT:

A personal leave is effective the date the completed, signed form is received by the Office of Academic Advising. This effective date is used for calculating billing and refunds, and for assessing financial liability.

Students who apply for a leave by the deadline receive nonpunitive “L” grades. Personal leaves are not granted after the deadline. In exceptional circumstances, students may submit a petition to the Committee on Academic Standing.

Residential Life will be notified, and students must vacate their room within 24 hours.

I have read and agree to the policies stated on the Office of Academic Advising’s “Leaves of Absence” webpage regarding registration, housing, the Bursar’s Office refund and liability schedule, financial aid, and other stipulations. I understand that my parent/guardian will be copied on correspondence regarding my leave status unless I have a “Do Not Release” record on file with the Office of the Registrar.

Student Signature _____ Date _____

First-Year Experience Director Signature (Only for first-year students in the fall term) _____ Date _____

FOR OFFICE USE ONLY				
Effective Date_____	CAS Approval (After Deadline)_____	Return on Probation_____	Return on Waiver_____	
Parent/Guardian_____	Status List_____	Faculty_____	Faculty Advisor_____	Student File_____