

Pacifica Graduate Institute

Leave of Absence Form
(Request to leave Pacifica with the intention of returning)

- ✓ Please read the Leave of Absence Policy prior to completing form.
- ✓ Prior to taking a leave of absence, students must consult with the Program Chair.
- ✓ Financial Aid recipients must contact the Financial Aid Office regarding the Exit Interview.
- ✓ The Visa status of international students may be affected.
- ✓ Students must submit a Request for Re-Enrollment to the Registrar at least six weeks prior to the intended quarter of re-enrollment.
- ✓ Students may not necessarily be reassigned to their original track or campus location.
- ✓ Traineeship and internship hours may not be accrued during the leave period.

Student Information

Student Name: _____

Program: _____ Track: _____

Leave of Absence Information

Expected quarter of leave: ___ Fall ___ Winter ___ Spring ___ Summer **Year** _____

Expected quarter of return: ___ Fall ___ Winter ___ Spring ___ Summer **Year** _____

Reason for leave of absence: _____

If you are currently enrolled, do you wish to withdraw from your courses and receive grades of "W's"? Yes: _____ No: _____

Students' Signature: _____ Date: _____

Required Information

Department Chair's signature: _____

Leave of absence granted: ___ Yes ___ No Date of Leave of Absence: _____

W Grades assigned for all courses if LOA begins after first day of Quarter: ___ Yes ___ No

Registrar: _____ Date: _____

Business Office: _____ Date: _____

Cc: ___ Program Administrator ___ Housing ___ Fin. Aid . ___ Instructor