



Leave of Absence Form

Non-Medical Leave of Absence Form

Note: All medical leaves of absences must be requested through the Dean of Students Office in Park Hall.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Wheaton ID#: \_\_\_\_\_ Box #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_

Semester(s) on leave: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Anticipated return: Fall 20\_\_\_\_ Spring 20\_\_\_\_

Reason(s) for requesting leave of absence: \_\_\_\_\_

Goals while on leave: \_\_\_\_\_

Note: If you plan to take coursework while on leave, you must complete a Transfer Evaluation Form and attain the approval of the chairperson of the relevant department for each course. The form can be picked up in Kollett Hall. The completed form must be returned to Wheaton's Office of the Registrar.

Action items before leaving campus:

- Attach student ID to this form
Notify mailroom of address change
Return all books to library
Return room key to locksmith
Clear account with bookstore

Mailing address if different from address on record at Wheaton. Notify the Registrar of any changes to ensure timely mailings for registration and housing materials.

Required Leave of Absence Signatures:

Student

Academic Dean

Student Financial Services Counselor

- cc. Student
Registrar
Academic Advising
Student Financial Services
Faculty advisor

Return to:
Filene Center for Academic Advising & Career Services
Wheaton College
Kollett Hall
26 East Main Street
Norton, MA 02766
Fax: 508.286.5621

