

University Withdrawal or Leave of Absence

GRADUATE PROGRAMS



STUDENT INFORMATION

Last Name: _____ | First Name: _____ | MI: _____ | Student ID # (H#): _____

Phone: _____ | Personal Email: _____ | Academic Advisor: _____

Academic status: Non-degree Master's Education Specialist Doctoral | Program: _____

Check all that apply: I live on campus I am an Active-Duty Service Member
 I am an international student studying in the United States on a: F-1 Visa J-1 Visa Other Visa/Status

WITHDRAWAL / LEAVE OF ABSENCE INFORMATION *Refer to page 2 for the definition, process and time limit for Leave of Absence **BEFORE** proceeding.*

IMPORTANT: Effective Date of Withdrawal or Leave of Absence refers to the date(s) that will be referenced on your financial aid documents. This date has an impact on possible refunds. See [academic calendar](#) for relevant dates.

TOTAL WITHDRAWAL I do not plan to return to Concordia University Chicago.
Effective Date of Withdrawal: _____ Do you plan to complete your current course(s)? Yes No

LEAVE OF ABSENCE I plan to return to Concordia University Chicago within 180 days.
IMPORTANT! Students on LOA who have not registered for their anticipated return semester by their expected return term according to their LOA form will be withdrawn from the university, even if their leave of absence is less than 180 days.
Do you plan to complete your current course(s)? Yes No
I am taking a leave of absence starting: Summer 20____ Fall 20____ Spring 20____
Effective Date of Leave of Absence: _____ (this will be the effective date of withdrawal in the event you do not return from LOA)
I plan to return to CUC: Summer 20____ Fall 20____ Spring 20____ **FOR** Term 1 Term 2 or Unknown

PRIMARY REASON FOR WITHDRAWAL OR LEAVE OF ABSENCE:

Academic | Specify (optional): _____

Financial | Specify (optional): _____

Medical/Mental Health | Specify (optional): _____

Military (please provide summons) | Deployment Training

Personal | Specify (optional): _____

Transferring | Specify (optional): _____

Other | Specify (optional): _____

SIGNATURES

I have read and understand the Leave of Absence and Withdrawal policies, understand possible consequences for not returning from a Leave of Absence within 180 days, and wish to submit my request for a Leave of Absence or Withdrawal.

Student Signature: _____ | Date: _____

*International Student Services Signature: _____ | Date: _____

**Coordinator of Doctoral Program Initials: _____ | Date of Dissertation Chair Notification: _____

* Required for international students ** Required for doctoral students in dissertation

RETURN FORM TO OFFICE OF GRADUATE ADMISSION AND STUDENT SERVICES
GPS.advisor@CUChicago.edu | In person: Addison 158 | Need help? 708-209-4093
Faculty/Staff: Return form to Office of the Registrar

OFFICE USE ONLY

Date Received: Registrar Business Services Housing Financial Aid Grad Admission Dean of Students ISS Public Safety

Process for University Withdrawal/ Leave of Absence

GRADUATE PROGRAMS



LEAVE OF ABSENCE

DEFINITION

A leave of absence is a temporary postponement of studies at the university with the intention of resuming within 180 days. A student currently enrolled at Concordia University Chicago, and who plans to return within 180 days, must request an official leave of absence.

PROCESS

- The student must submit the University Withdrawal/Leave of Absence form to the Office of the Registrar with all required signatures.
- If the student is not enrolled in a required semester, they are at risk of being administratively withdrawn due to non-attendance. Students in this situation must submit their LOA request by Monday of Week 11 of the semester. LOA requests submitted after the student has been administratively withdrawn will not be accepted.
- **Students on LOA who have not registered for their anticipated return semester by the start of their expected return term according to their LOA form will be withdrawn from the university, even if their leave of absence is less than 180 days.**

TIME LIMIT

The Leave of Absence period may not exceed 180 days, which is equivalent to one full semester and one 8-week term. Only under extraordinary circumstances, as approved by the Office of the Registrar, may the leave of absence status be extended. A student who is absent for more than 180 days will be administratively withdrawn from the university for non-attendance.

RETURNING FROM LEAVE OF ABSENCE

A student on leave of absence does not need to apply for readmission to the university, but must contact his/her graduate student advisor to resume studies.

Students must register and maintain registration for their return semester by or before the expiration of their LOA, regardless of part of term. If a student registers for their return semester, but the class is dropped at a later time regardless of student or administrative initiation, the student will be administratively withdrawn from the University in week 11 if they do not have active registration for the semester.

INTERNATIONAL STUDENTS AND ACTIVE-DUTY SERVICE MEMBERS

International Students

International students requesting a leave of absence (which is different from Annual Leave) should **complete this form and contact** International Student Services to request an Early Authorized Withdrawal (EAW) at ISS@CUChicago.edu.

Active Duty Service Member

Leave of Absence due to deployment or training is handled by the Office of the Dean of Students. Students should contact the Office of the Dean of Students at DOS@CUChicago.edu to discuss the best option available within the semester based on timing of deployment or training.

UNIVERSITY WITHDRAWAL

DEFINITION

University withdrawal is intended for students who wish to permanently discontinue their studies at Concordia University Chicago or for those who wish to suspend their academic progress for more than 180 days. Please note that financial assistance, readmission and program progression may be impacted.

PROCESS

Graduate students who desire to withdraw from the University must submit the *University Withdrawal/Leave of Absence* form to his/her Graduate Program Specialist (GPS) and obtain approvals as required on the form. Withdrawal is not official until specific responsibilities have been met. Failure to follow this procedure may result in a grade of F (Fail) rather than a grade of W (Withdrawal).

RETURNING FROM WITHDRAWAL

A student who has officially withdrawn (not on leave of absence) or has been administratively withdrawn and plans to return to CUC should request a *Readmission Application* from the Office of Graduate Admission and Student Services. This form is to be completed and returned at least seven days prior to the beginning of the semester. The Readmission Committee will take no action if satisfactory arrangements have not been made for the payment of any outstanding financial obligations. Readmitted students will return under the same academic status they had at their last date of attendance, will comply with current catalog requirements at the time of readmission, and be assessed the current tuition rate of their program.

INTERNATIONAL STUDENTS AND ACTIVE-DUTY SERVICE MEMBERS

International Students

International students requesting university withdrawal must complete this form and notify International Student Services at ISS@CUChicago.edu of their plan to withdraw.

Active Duty Service Member

Students who desire to withdraw from the University due to deployment or training are to consult with the Office of the Dean of Students at DOS@CUChicago.edu to discuss the best option available within the semester based on timing of deployment or training.

VS