

University Withdrawal/ Leave of Absence



GRADUATE PROGRAMS

RETURN FORM TO OFFICE OF GRADUATE ADMISSION AND STUDENT SERVICES

In person: Addison Hall 158 | Email: GPS.advisor@CUChicago.edu | NEED HELP? QUESTIONS? Call 708-209-4093

STUDENT INFORMATION

Last Name _____ First _____ M.I. _____ Student ID # (H#) _____

Permanent Address _____ City _____ State _____ ZIP Code _____

Phone _____ CUC Email _____ Personal Email _____

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

Check all that apply: I live on campus I am an international student

WITHDRAWAL / LEAVE OF ABSENCE INFORMATION (See definitions on next page)

TOTAL WITHDRAWAL I do not plan to return to Concordia University Chicago.

LEAVE OF ABSENCE I plan to return to Concordia University Chicago: Fall 20____ Spring 20____ Summer 20____

(Students on Leave of Absence plan to return within 180 days to continue their academic program)

Effective Date of Withdrawal/Leave of Absence: _____ Last Date Attended: _____ Expected Date of Return: _____

IMPORTANT: Effective Date of Withdrawal/Leave of Absence and the Last Day Attended 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.

Will the student complete current semester? Yes No

PRIMARY REASON FOR WITHDRAWAL/LEAVE OF ABSENCE:

Academic | Specify: _____

Financial | Specify: _____

Medical/Mental Health | Specify: _____

Military | Specify: _____

Personal | Specify: _____

Transferring | Specify: _____

Other | Specify: _____

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

>> Student Signature: _____ | Date: _____

>> GPS Signature: _____ | Date: _____

>> Asst. Dean of Academic Research Signature:* _____ | Date: _____

>> Dissertation Chair Signature:** _____ | Date: _____

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

Faculty/Staff: Return form to Office of the Registrar

OFFICE USE ONLY

Date Received: _____

- Registrar Business Services Housing Financial Aid Graduate Admission
 Dean of Students Center for International Student Services 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 his/her Graduate Program Specialist (GPS) and obtain approvals as required on the form.

TIME LIMIT The Leave of Absence period may not exceed 180 days. 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 GPS advisor to resume studies.

INTERNATIONAL STUDENTS AND U.S. MILITARY

International Students: International students requesting a leave of absence (which is different from Annual Leave) should contact the Center for International Student Services at CISS@CUChicago.edu.

U.S. Military: Leave of Absence due to deployment 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 based on timing of deployment within the semester.

VS

UNIVERSITY WITHDRAWAL

DEFINITION University withdrawal is intended for students who wish to permanently discontinue their studies 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.

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

GRADUATE ADMISSION AND STUDENT SERVICES

7400 Augusta Street, River Forest, IL 60305 | Phone 708-209-4093 | GPS.Advisor@CUChicago.edu