

University Withdrawal/ Leave of Absence



TRADITIONAL UNDERGRADUATE & ADP PROGRAMS

STUDENT INFORMATION

Last Name	First	M.I.	Student ID # (H#)	
Permanent Address		City	State	ZIP Code
Phone	CUC Email		Personal Email	
Academic Status: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR		Student Type: <input type="checkbox"/> Traditional Commuter <input type="checkbox"/> Traditional Resident <input type="checkbox"/> ADP		
Student Athlete: <input type="checkbox"/> Yes <input type="checkbox"/> No / Sport: _____		Program (Major): _____		
Check all that apply: <input type="checkbox"/> I live on campus <input type="checkbox"/> I am an international student				

WITHDRAWAL / LEAVE OF ABSENCE INFORMATION

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 recorded 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:

<input type="checkbox"/> Academic Specify: _____	<input type="checkbox"/> Financial Specify: _____
<input type="checkbox"/> Medical/Mental Health Specify: _____	<input type="checkbox"/> Military Specify: _____
<input type="checkbox"/> Personal Specify: _____	<input type="checkbox"/> Transferring Specify: _____
<input type="checkbox"/> 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: _____

REMINDER! Students are responsible for returning any class-issued materials, library books, athletic uniforms and equipment, keys, ID's and any music related materials or a hold may be placed on the student record. Students must also complete a Withdrawal/Leave of Absence Exit Survey with the Dean of Students Office.

OFFICE USE ONLY	<input type="checkbox"/> Registrar	<input type="checkbox"/> Business Services	<input type="checkbox"/> Academic Advising	<input type="checkbox"/> Housing	<input type="checkbox"/> Financial Aid
Date Received: _____	<input type="checkbox"/> Admission	<input type="checkbox"/> Dean of Students	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Center for International Student Services	

Process for University Withdrawal/ Leave of Absence



TRADITIONAL UNDERGRADUATE AND ADP PROGRAMS

PROCESS CHECK LIST Use the following checklist as a guide for withdrawal/leave of absence

- Complete the Withdrawal/Leave of Absence Exit Survey
- Complete your full name and home (permanent) address
- Update your address and phone number by using Concordia Connect or by contacting the Registrar's office at 708-209-3165
- VERY IMPORTANT!!** "Effective Date of Withdrawal/Leave of Absence" and the last day of attendance refers to the date that will be recorded on your transcript and financial aid documents. This date has a serious impact on refunds if you are withdrawing before the 12th week of the semester for 16 week courses or by the 6th week of the semester for 8 week courses.
- Specify your reason for Withdrawing/Leave of Absence. **Your feedback matters.**
- Sign and Date the form
- Return the completed and signed form to The Office of the Dean of Students in a timely manner.** A faxed copy of the completed form will be accepted (Fax: 708-209-3079, Attention: Office of the Dean of Students)

QUESTIONS? NEED HELP? | Important Phone Numbers You May Need:

Financial Aid 708-209-3113
Dean of Students 708-209-3005
Business Services 708-209-3241

Traditional Academic Advising 708-209-3256
Admission 708-209-3100
Public Safety 708-209-3233

Housing 708-209-3505
Registrar 708-209-4078
ADP Advising 708-209-3535

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 either the Dean of Students office for traditional undergraduate students or to their ADP academic advisor 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 their UG academic advisor or their ADP academic advisor.

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.

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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 Traditional Undergraduate or ADP students who desire to withdraw from the University must submit the University Withdrawal/Leave of Absence form to either Dean of Students office or to their ADP academic advisor 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 Dean of Students office or their ADP academic advisor. 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.