

LEAVE OF ABSENCE OR OFFICIAL WITHDRAWAL

Student Name: _____ Date of Birth: ___/___/_____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Permanent Phone: (____) _____ - _____ Email: _____

DEGREE/MAJOR/CLASS LEVEL
 AFA BA BFA BFA/MAT5 MA/MAT MAJOR _____
 FRESHMAN SOPHOMORE JUNIOR SENIOR OTHER (FOR AFA, MA, MAT STUDENTS)

I, HEREBY, SUBMIT MY REQUEST FOR **OFFICIAL WITHDRAWAL**

EFFECTIVE TERM: FALL SPRING SUMMER YEAR _____ EFFECTIVE DATE: _____

What were your reasons for enrolling at the Corcoran College of Art + Design?
 FACULTY MUSEUM PARTNERSHIP PROGRAM(S) FINANCIAL AID REPUTATION
 SIZE OF COLLEGE FRIENDS LOCATION OF COLLEGE TUITION COST
 OTHER _____

What are your reasons for leaving? Please check up to three major reasons.
 ATTEND DIFFERENT COLLEGE FAMILY/PERSONAL PROBLEMS WANT TO TRAVEL DISMISSAL OR PROBATION
 FELT ALONE/ISOLATED LOCATION OF COLLEGE TUITION COST INADEQUATE ADVISING
 DISSATISFIED WITH FACULTY FINANCIAL AID/MONEY PROBLEMS SCHEDULING DIFFICULTY
 DISSATISFIED WITH SOCIAL LIFE DOES NOT OFFER PROGRAM INADEQUATE CAREER SERVICES
 OTHER _____

What are your short-term and long-term goals?

Do you have any additional comments or suggestions for the Corcoran College of Art + Design?

I, HEREBY, SUBMIT MY REQUEST FOR **LEAVE OF ABSENCE**

(in no case will leave of absence be granted for more than one academic year)

EFFECTIVE TERM: FALL SPRING SUMMER EXPECTED RETURN: SPRING SUMMER FALL
Year _____ Year _____

EFFECTIVE DATE: _____

What are your reasons for taking a leave of absence? Please check up to three major reasons.
 ATTEND DIFFERENT COLLEGE FAMILY/PERSONAL PROBLEMS WANT TO TRAVEL DISMISSAL OR PROBATION
 TUITION COST INADEQUATE ADVISING SCHEDULING DIFFICULTY FINANCIAL AID/MONEY PROBLEMS
 OTHER _____

Students who withdrawal or take a leave of absence must do the following:

1. Schedule an appointment with the Director of Student Affairs, or an Associate Dean;
2. Schedule meeting with the Student Accounts Manager to settle any financial matters, and, if the student has received financial aid, the Director of Financial Aid;
3. Return all Library items and pay overdue fees and/or replacement fees
4. If not enrolled in three consecutive semesters, including summer, reapply through Admissions under a new Academic Plan if choosing to return to the Corcoran degree program.

I understand that all of these requirements must be met in order for my withdrawal or leave of absence to be official.

Student Signature

Date

Notes:

Exit interview conducted by: _____

Today's Date: ___ / ___ / ___

DISTRIBUTION LIST: ASSOCIATE DEAN OF ENROLLMENT FINANCIAL AID LIBRARY REGISTRAR
 ADMIN CHAIR HOUSING STUDENT AFFAIRS STUDENT ACCOUNTS