



Request for Leave of Absence

Students who wish to leave HUC temporarily for academic, medical, military-service, or other reasons, may request a Leave of Absence for a specified period of time. Leaves are normally approved for no more than one academic year. Students on academic or conduct probation or currently in process for disciplinary reasons may not avoid the consequences of their status by taking a leave of absence. Leaves planned in advance must be requested at least two months before the beginning of the term during which the student wants to be absent from HUC. Requests for unplanned (e.g., health-related) leaves must be made immediately and are not considered retroactively. Return is contingent upon approval of a Return from Leave of Absence application and good conduct in the interim. Return is also contingent (as part of a Return from Leave process) on an acceptable academic record during an academic leave and/or on readiness to resume full-time academic life after a leave, with or without reasonable accommodation, as determined by the College-Institute. HUC reserves the right to request and review appropriate documentation to confirm that the student is qualified and/or ready for return. Students found to be not ready or qualified to return in the judgment of the College-Institute, after an individualized assessment based on best-available current information, will be considered to have withdrawn voluntarily retroactive to their last HUC attendance. Students who do not return for the appointed term will be withdrawn retroactive to their leaving date, which may have financial consequences, as may leaves of longer than 180 days.

Instructions: Print legibly in ink. When you have completed this form, return it to the Registrar who will inform you of HUC's decision.

Printed Name and Expected Completion Year

(First) (Middle) (Last) (Exp. Completion Year)

Phone number: HUC email address:

Primary Physical Address City State Zip

Current Mailing Address City State Zip (If different from physical address)

My leave is for the following purpose: (select one) Academic Medical Religious Military Service Other

My leave would begin (select one): After the current term OR Specific date: , 20 (subject to registrar confirmation)

I hope to return to HUC-JIR: (select one) Fall Spring Summer In what year? 20

Before submitting this petition, you must follow the checklist outlined below.

- 1. Attach a statement of your reasons for requesting a leave of absence at this time and explain how you plan to use the time. If you are requesting a leave for medical reasons, please include in your statement proposed treatment goals and expected recovery time.
2. Discuss your plan for completing degree requirements with your program director, who must support this request.

Program Director's printed name Signed initials

3. Discuss with the Financial Aid Office the effect that a leave would have on current or past financial aid.

Financial Aid Director's printed name Signed initials

4. If you are studying on an international visa, the PDSO or DSO in the Registrar's Office must support your plan.

I certify that the above information is accurate and that the steps have been completed for my leave of absence.

Signature Date (Student should not write below this line.)

Date received by the Registrar: (DOD)

Action: Approved Altered Denied Last date of attendance: Effective date of leave:

Apply for return for (term and year) Comment, if any:

Registrar signature (indicating agreement with Student Support): Date of decision:

Registrar use: status code Dates last attend: leave start end: check/delete reg terms. collect grades: W n/a