



### LEAVE OF ABSENCE FORM

\_\_\_\_\_ Doctoral Program in Counselor Education and Supervision (CES)

If you are a student in good standing and cannot continue your studies due to unusual personal, professional, or academic difficulties, you have the option of a leave of absence (LOA). During a leave of absence, students are not registered for courses, independent study, practicum/internships, or dissertation hours. Students who go on leave must complete an Academic Petition form.

Name\_\_\_\_\_ Student ID (required)\_\_\_\_\_

Semester Withdrawing: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Anticipated Return\_\_\_\_\_

Student's Signature\_\_\_\_\_ Date\_\_\_\_\_

#### Requesting Leave of Absence Instructions

First, all classes must be dropped if you are registered for classes. Please submit an [ADD/DROP REQUEST FORM](#). Second, you must complete an [ACADEMIC PETITION FORM](#) to request a leave of absence. Thirdly, Please complete and return this form to SPC Academic Services Manager Linda Harrell ([lindha5@regent.edu](mailto:lindha5@regent.edu)).

#### Returning from Leave of Absence Instructions

You must complete the **Reactivation** process if you have withdrawn from Regent University and wish to re-enter less than a year after withdrawing. [REACTIVATION FORM](#). Send the form to [advising@regent.edu](mailto:advising@regent.edu) 2-3 weeks before your anticipated return. Follow up with your Faculty Mentor for degree planning. Then contact the Silver Omega Advising Team at 757-352-4385 for assistance with registration.

You must complete the **Readmission** process if you have withdrawn from Regent University and wish to reenter one year after withdrawing. [READMISSION APPLICATION FORM](#). Send the form to [advising@regent.edu](mailto:advising@regent.edu) 2-3 weeks before your anticipated return. Contact your Faculty Mentor for assistance in degree planning. Then contact the Silver Omega Advising Team at 757-352-4385 for assistance with registration.

In addition, former students who have not been enrolled for one calendar year or more and who desire to enroll in the same degree program to which they were initially admitted should apply for readmission through the admissions office. For students who sit out for one year or more, their catalog year will change to the year of readmission. This may result in the need to take additional courses.