

# MUSKINGUM

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U N I V E R S I T Y

## Student-Requested Leave of Absence/Withdrawal Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Personal email: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Check the box that best describes the circumstances under which you are leaving:

- Leave of Absence** (My departure is of a temporary nature, and I intend to re-enroll at Muskingum University within the next 12 month period)  
Semester you intend to re-enroll:     Fall 20\_\_\_\_     Spring 20\_\_\_\_
- Withdrawal** (My departure is not temporary, and I have no plans to re-enroll at Muskingum University within the next 12 month period. I understand that if I wish to return to Muskingum University, I will need to reapply.)

If transferring to another institution, which college or university? What academic program (if known)?

\_\_\_\_\_

Please check the box below which most accurately describes your main reason for leaving Muskingum.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic        | <input type="checkbox"/> Financial            | <input type="checkbox"/> Change in personal situation |
| <input type="checkbox"/> Athletics       | <input type="checkbox"/> Social / campus life | <input type="checkbox"/> Other (please describe):     |
| <input type="checkbox"/> Health concerns | <input type="checkbox"/> Military service     |   |

Federal, State and Muskingum financial aid and scholarships as well as institutional charges will be recalculated based on the Muskingum University Withdrawal Refund Policy and the Federal Return to Title IV Policy. The calculation will be based on the date that the student gives notice of withdraw. ***I understand that re-calculations resulting from my withdrawal may result in a balance due on my account (which may differ from what I was initially charged for the semester), which I agree to pay.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Office Use Only

WD / LOA date: \_\_\_\_\_ LOA Start date: \_\_\_\_\_ LOA End date: \_\_\_\_\_

Advisor and faculty notified (if a mid-term WD/LOA) \_\_\_\_ Residential student completed check out procedure \_\_\_\_\_

Exit questionnaire completed \_\_\_\_\_

Special notifications (international student coordinator, PLUS, etc.) \_\_\_\_\_

Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **IMPORTANT INFORMATION:**

### **Regarding Business Fees**

- If you withdraw or take a leave of absence during a semester, your charges are billed in accordance with the University's published withdrawal and refund policy. Financial aid is adjusted in accordance with published policy.
- If you receive insurance through the University your coverage extends through the entire semester during which you last paid for and attended.
- Academic transcripts will not be released unless your Business Office account is paid in full. If you plan to re-enroll at Muskingum University in the future, your account and institutional loans must be in good standing.

### **Regarding Financial Aid**

- If you have received a Federal Stafford, Federal Perkins, or Schell Loan you will enter a grace period upon departure from Muskingum University. You will be receiving an email about exit counseling that will help you prepare to repay your loans. The grace period is six months for Stafford and Schell loans and nine months for Perkins loans. If you do not re-enroll in another post-secondary institution, your loans will go into repayment at the end of the grace period. If you transfer to another institution, you may be eligible for deferment of loan repayment. You must contact your lender or loan provider for deferment forms and have the registrar at the institution you are attending fill them out.
- Most types of federal and institutional financial aid, including student loans, are not directly transferable to another institution. You will need to contact the financial aid office at your new school regarding aid eligibility.

### **Regarding Housing, Meal Plan, and Conduct**

- You must complete the residence hall check out procedure, including turning in your key, within 24 hours of your withdrawal. Failure to turn in your key will result in a charge on your account.
- Your meal plan and access to buildings will be deactivated on the date of your withdrawal.
- Any pending conduct processes must be resolved before you are re-enrolled or readmitted to Muskingum University.

### **Regarding Academics**

- Withdrawing or taking a Leave of Absence prior to the completion of a term results in grades of W being recorded on your transcript. If a student completes fewer than 67% of credits attempted, it may affect your future financial aid eligibility.
- End-of-term withdrawals/LOAs are processed after final grades are submitted. Grades of WIP or I will be converted to Fs upon processing of the withdrawal/LOA.
- Account balances must be paid in full before official transcripts will be released. Transcripts can be requested through [www.muskingum.edu/registrar](http://www.muskingum.edu/registrar).

### **Regarding Title IX**

- Withdrawing will suspend any pending investigation and/or hearing process under the Gender-Based and Sexual Misconduct Policy. The University does not place a notation on transcripts and declines to advise other institutions of higher education when a report is unresolved at the time of withdrawal. Any pending investigation and/or hearing process must be resolved before a withdrawn student can be readmitted to Muskingum University.
- The Title IX Coordinator will contact the student who takes a LOA. The Title IX Coordinator has discretion to either continue or temporarily suspend an unresolved report during the pendency of the LOA.

### **Library**

- Please return your library books and pay all library fines before you leave campus. Any unpaid fines and unreturned books (\$125 per unreturned book) will be added to your account in the business office.

### **Bookstore**

- Students may return their rental books to the bookstore for a refund if the withdraw/LOA date is within the first thirty (30) calendar days of the semester. If you do not return your rental(s) to the bookstore, you will be charged for the book(s). If you have any questions, please see a member of the management team for assistance.

I have read the above statements and understand the policies and processes described.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_