

CWID	Degree or Certificate Program	Current Term
Last Name	First Name	Middle Name
B College of Charle	ston Email	Phone Number
Date Requested:	Semester(s)	Requested:

Note: Students may only take a Leave of Absence for a total of two semesters during their graduate careers.

Reason for requesting Leave of Absence:

Please note that approval of a leave of absence does not automatically result in withdrawal from courses during a term. Student must also drop or withdraw themselves from classes or file a Request for Withdrawal after Deadline. Please consult the Treasurer's Office website for the current refund schedule and refund appeal information. It is recommended that you discuss your status and coursework with your Program Director prior to taking a leave of absence. If a leave of absence is requested after the date for withdrawal from classes during a regular term, documentation supporting the request will be required. Students who do not return at the conclusion of their approved leave of absence may be required to reapply to their program.

Important note to financial aid recipients: A leave of absence at the College of Charleston does NOT meet the federal standards of a leave of absence. Therefore, if granted by the Graduate School the student will be treated as a withdrawn student as of the date of the leave of absence. If you withdraw from the school or take absence prior to completing more than 60% of the days in a term, you will be subject to the return of Title IV funds regulations. Students contemplating withdrawal or leave of absence are encouraged to see a financial aid counselor prior to withdrawing.

Student Signature

Date

Form should be submitted to Robyn Olejniczak (olejniczakrl@cofc.edu) in the Graduate School office

GSO STAFF ONLY			
Approved:	Not Approved:		
Graduate School Dean Signature:			
	Date:		
Processed by:	Date:		

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