



Policy and Instructions for Leaves of Absence

Leaves of absence are granted for a maximum of one calendar year, whether continuous or discontinuous. Extensions beyond one calendar year must be made to the department Chair and approved by Student Services. Failure to return as scheduled or to secure an extension of a leave will result in discontinuation from the academic program.

Please make sure to email pastoralministries@scu.edu no less than 1 week before the registration appointment for returning students (dates available on GPPM Academic Calendar). Students should drop all their courses prior to filing for a leave of absence. Failure to do so will result in a “W” grade on their transcripts. Students assume all financial responsibilities for tuition and fees.

Students on an approved leave of absence retain their student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an incomplete (“I”) grade was reported in a prior term and are expected to comply with the terms governing incomplete grades. The leave of absence does not extend the maximum time limit of the program expiration date.

Official department requirements (e.g., comprehensive examinations, Midterm Assessment or ePortfolio Review) cannot be fulfilled during the leave period.

Please see the Graduate Bulletin for the complete Leave of Absence Policy

Instructions:

Student: Please complete the Request for Leave of Absence & send completed form to pastoralministries@scu.edu with “LOA Request” in subject line or fax to 408-554-7830.

Please see form on reverse.

Please return this form to:

**Graduate Program in Pastoral Ministries - Santa Clara University
500 El Camino Real – Kenna Hall 110, Santa Clara, CA 95053-0335**



Request for Leaves of Absence

First Name (as it appears on SCU ID card)

Last Name (as it appears on SCU ID card)

SCU ID#

NON SCU Email

Date

Current Program Name: _____ Starting term of Leave: _____

Anticipated term for return: _____

Which best describes your need to take this Leave: Financial, Medical*, Personal (family events), Work (business travel or change in responsibilities)

By checking this box, I acknowledge that the University will deactivate my record (ability to register) and in order to register I MUST notify, via email, GPPM Services at pastoralministries@scu.edu

By checking this box, I acknowledge that while on an approved LOA, I will have no access to the Malley Fitness and Recreation Center.

By checking this box, I acknowledge that 90 days after my last class meeting, without enrollment, IT will deactivate my SCU e-mail address; it will be reinstated after enrolling in classes.

This only impacts students gone for more than one consecutive term.

By checking this box, I acknowledge that I will not have remote access to the online databases, journals and magazines at the University Library or the ability to check out materials.

You will, however, still be able to use the University Library and Learning Commons facilities and computers and access the online databases, journals and magazines while on site at the Learning Commons.

By checking this box, I acknowledge that it is MY responsibility to notify Student Services (pastoralministries@scu.edu) of my intent to return so that I may enroll during Open Registration or designated enrollment window and avoid unnecessary fees.

Student Signature certifies that all information provided on this form is accurate

Date (MM/DD/YY)