



Leave of Absence Form

If you are a student in good standing and cannot continue your studies due to unusual, personal, professional, or academic difficulties, you can request a Leave of Absence (LOA). During a leave of Absence, students **are not registered** for courses, independent study, or practicum/internships.

Name: _____ Student ID: (required) _____

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

Student's Signature: _____ Date: _____

Program: Check one (required)

- ☐ Master of Arts in Clinical Mental Health Counseling (SPCCMHC)
- ☐ Master of Arts in Marriage, Couple, and Family Counseling (SPCMCFC)
- ☐ Master of Arts in School Counseling (SPCMASC)

Requesting Leave of Absence Instructions

First: All classes must be dropped if you are registered for classes before requesting a leave of absence. Please submit an [ADD/DROP REQUEST FORM](#).

Second: Please submit an [ACADEMIC PETITION FORM](#) to request a leave of absence **two weeks before the semester of the requested leave of absence**. Please check your student email for confirmation of the petition submission and for confirmation of the petition approval. Contact the Silver Omega Advising team at 757-352-4385 if you need assistance with completing the petition.

Third: Please complete and return this form to Linda Harrell, Counseling Department, Academic Services Manager at (lindha5@regent.edu).

Returning from Leave of Absence Instructions

The **Reactivation** process if you have withdrawn from Regent University and wish to re-enter **less than a year after withdrawing**. Complete the [REACTIVATION FORM](#), send the form to advising@regent.edu 2-3 weeks before your anticipated return. Complete and send the [Instructions for Proposing Updates to ADP form](#) to your Faculty Mentor for assistance with the revised degree plan to register for classes. Contact the Silver Omega Advising Team at 757-352-4385 for assistance with registration.

The **Readmission** process if you have withdrawn from Regent University and wish to reenter **after one year of withdrawing**. Complete the [READMISSION APPLICATION FORM](#). Please send the form to advising@regent.edu 2-3 weeks before your expected return. Complete and send the [Instructions for Proposing Updates to ADP form](#) to your Faculty Mentor for an approved revised degree plan to register for classes. Contact the Silver Omega Advising Team at 757-352-4385 for assistance with registration.