

**INFORMATION:**

- Students may take a leave of absence for up to one calendar year at a time. If you decide to take a leave of absence in the middle of the semester, you will be placed on LOA starting the next semester. (Ex: If your LOA starts in the spring semester, you will have until the next spring semester to reenroll at Denver Seminary.)
- If a student does not return to Denver Seminary after one calendar year, they will be administratively withdrawn from their program and will need to reapply for admission to continue at Denver Seminary.
- MA in Counseling (licensure) students and Doctor of Ministry students must obtain department permission to take a leave of absence.
- A leave of absence does not extend the time limit a student has to complete their program. The time limit for all master's level programs is 10 years (6 years for the Doctor of Ministry).
- We will continue to send registration information during LOA to your Denver Seminary email account and you will be able to register during open registration windows for each semester.
- If you decide to withdraw while on leave of absence, please email [advising@denverseminary.edu](mailto:advising@denverseminary.edu).
- A student who returns from a withdrawn status will need to reenter under the current catalog year, which may affect the curricular requirements of your program.

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Are you an international student on an F-1 visa? \_\_\_\_\_  
Current Denver Seminary Program: \_\_\_\_\_  
What semester do you hope to return to Denver Seminary: \_\_\_\_\_  
Please tell us the primary reason(s) for taking a leave of absence.

*(if applicable):*

**Counseling Division Program Chair Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Doctor of Ministry Program Chair Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACADEMIC INFORMATION (Check all that apply):**

- I have dropped all my current courses and am no longer registered for future courses.
- I need to drop my current courses (after add/drop: you will need to submit an add/drop form to the registrar's office)
- I intend to finish the current semester and start a leave of absence next semester.
- I would like the following *future* courses to be dropped on my behalf (list the course codes): \_\_\_\_\_

I understand and am responsible for the policies in the current academic catalog regarding Leaves of Absence, Tuition & Fees, the Refund Policy, and Adding/Dropping Courses.

**Student Signature (type or sign your name here):** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:	
Leave of Absence Expires:	Classes Dropped by Registrar's Office (Date):
Enrollment Advisor:	Request Processed by Advisor (Date):
Senior Operations Specialist:	Request Processed in SIS (Date):