

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, registrar@denverseminary.edu, fax: 303-783-3122

Please Note:

- Students may take a leave of absence for up to one calendar year at a time. (*Ex.: If your LOA starts in the spring semester, you will have until the next spring semester to reenroll at Denver Seminary*).
- If you take an LOA in the middle of the semester, you will be placed on LOA starting the next semester.
- If a student does not return to Denver Seminary after one calendar year, they will be administratively withdrawn from their program and will need to reapply for admission to continue at Denver Seminary.
- Doctor of Ministry and Doctor of Philosophy students must obtain department approval to take an LOA.
- 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 DMin and 7 years for the PhD).
- You will still have access to your student portal and the ability to register for courses in future semesters.
- If you decide to withdraw while on a leave of absence, please email registrar@denverseminary.edu.

Student Information

Student Name: _____ Student ID: _____ Date: _____

Student Email: _____ Are you an international student on an F-1 visa? _____

Current Program: _____ Semester You Hope to Return: _____

Please tell us the primary reason(s) for taking a leave of absence: _____

Doctor of Ministry Program Chair Approval: _____ **Date:** _____

Doctor of Philosophy Program Chair Approval: _____ **Date:** _____

ACADEMIC INFORMATION (Please check ALL that apply)

I have dropped all of my courses for the current semester and/or am no longer registered for future course(s) during the semesters of my leave of absence.

I need to drop my current courses and/or future courses (*Please note: you will need to submit a completed add/drop form to the Registrar's Office in order to officially drop your current/future courses*).

I intend to finish the current semester and start a leave of absence next semester.

We encourage students to continue checking their Denver Seminary email during their leave of absence.

By signing this form, I understand and am responsible for the policies in the current academic catalog regarding Leave of Absence, Tuition & Fees, the Refund Policy, and Adding/Dropping Courses:

Student Signature: _____ Date: _____

For Office	LOA Expires: _____ Date Request Processed in SIS: _____ Doc Uploaded: _____
Use Only	Enrollment Advisor Notified: _____ Processed by: _____