

# LEAVE OF ABSENCE / CONTINUOUS ENROLLMENT REGISTRATION FORM

Semester	Year
<input type="checkbox"/> Fall	_____
<input type="checkbox"/> Spring	_____
<input type="checkbox"/> Summer	_____

GWid	LAST NAME	FIRST NAME	EMAIL ADDRESS
SCHOOL	STUDENT LEVEL	STUDENT MAJOR/DEGREE	REQUESTED REGISTRATION STATUS
	<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> LAW <input type="checkbox"/> MEDICINE		<input type="checkbox"/> LEAVE OF ABSENCE <input type="checkbox"/> CONTINUOUS ENROLLMENT

**Continuous Enrollment Status**

A student is considered to be continuously enrolled when registered for courses through GW or when registered for continuous enrollment and engaged in and appropriately registered for activities such as the following, with the prior approval of the school in which the student is enrolled: cooperative work semester; study abroad program; attendance at another institution with prior approval to have work transferred back to the GW program; completion of outstanding work in courses in which a grade of Incomplete or In Progress was received; or non-course instructional activities unique to the particular school. This status is generally limited to one year.

**Leave of Absence**

A degree student who finds it necessary to interrupt active pursuit of the degree may petition his or her advising office for a leave of absence for a specific period of time, generally limited to one calendar year. A degree student who discontinues active enrollment in degree studies without being granted a leave of absence, or a student granted a leave who does not return to active study at the close of the period of approved absence, must apply for readmission and be subject to the regulations and requirements then in force. The right to the use of university facilities is suspended while the leave is in effect.

**If being granted a leave of absence, it is for the following reason (please indicate only one):**

- Receive mental health/medical assistance
- Fulfill family responsibilities
- Paid work for financial reasons
- Military Service/Called to Active Duty (do not include students already on active duty who are transferred to another posting)
- Federal Government Foreign Aid Service (e.g., Peace Corps)
- Official Church Mission
- Other: \_\_\_\_\_

**If being granted continuous enrollment status, it is for the following reason (please indicate only one):**

- Internship
- Temporary enrollment at another institution
- Study Abroad
- Completion of prior Incomplete coursework
- Other: \_\_\_\_\_

*Please drop all other registered coursework for the semester.*

STUDENT
Signature: _____ Today's Date: _____

AUTHORIZED SCHOOL OFFICIAL
<input type="checkbox"/> Prior to start of the semester    OR    Effective Date: ____/____/____
Signature: _____ Today's Date: _____