

Adler University
Leave of Absence Request
Electronic Form
CHICAGO CAMPUS

PLEASE REVIEW

Students may take a leave of absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting the form via their Adler email account to the Office of the Registrar. The Office of the Registrar accepts the Leave of Absence request via email only. An LOA may be taken for up to three terms (one calendar year). The LOA form is located on the Registrar page on Adler Connect. Incomplete forms, including forms with missing signatures, will not be accepted by the Office of the Registrar.

If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training or Office of Community Engagement prior to submission of the form to his or her faculty advisor. The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for an LOA does not impact the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students are strongly encouraged to check their Adler email account during their LOA. Students on an LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from an LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

If a student decides to take a LOA before the term starts or during the add/drop period, he or she is required to log onto Student Planner or WebAdvisor and drop all of his or her courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

In order for a financial aid recipient to be approved for an LOA, the student must follow Adler University's LOA policy as outlined in the Financial Aid and Student Accounts Handbook. Because federal regulations state that an LOA is only to be granted for a specific set of circumstances, any leave identified as ineligible per Title IV regulations may not be approved by the Director of Financial Aid and must be reported to the National Student Loan Data System as a Withdrawal. Students are required to speak with the Office of Financial Aid before requesting an LOA in order to receive full information regarding the procedure and the results of the LOA.

IMPORTANT INFORMATION:

1. If you did not download this form directly from the Registrar page on Adler Connect, you may obtain the most recent form from the Registrar page on Adler connect at <https://connect.adler.edu/studentervices/registrar>. Older versions of this form will not be processed.
2. ***If you decide to take a LOA before the term starts or during the drop/add period, you are required to log onto Student Planner or WebAdvisor and drop all of your courses immediately. Failure to do so will result in charges of fees and/or tuition.
3. If you are completing the current term, your LOA request will not be processed until the term has concluded and all grades are posted. If you are taking a leave immediately, your LOA request will be processed once your last date of attendance in each course has been confirmed and your grades will be based on the date your form was submitted. Please see the academic calendar for add/drop and "W" grade deadlines.
4. It is the student's responsibility to obtain all signatures listed below and make sure the completed form, with all signatures, is submitted to the Office of the Registrar. This request is not considered official until processed by the Office of the Registrar. Incomplete forms AND forms mailed, faxed, or dropped off will be returned to the student. Completed forms must be e-mailed to registrar@adler.edu.

STUDENT INSTRUCTIONS:

1. STUDENT TYPES THEIR NAME AND DATE BELOW AND OBTAINS SIGNATURES IN THE ORDER LISTED BELOW.
2. ROUTE FORM VIA YOUR ADLER E-MAIL ACCOUNT. FORMS ROUTED VIA PERSONAL E-MAIL ACCOUNTS WILL NOT BE ACCEPTED.
3. STUDENT ROUTES THE FORM, VIA E-MAIL, TO THEIR FACULTY ADVISOR AND COLLECTS THEIR SIGNATURE.
4. AFTER OBTAINING THEIR FACULTY ADVISOR'S SIGNATURE, STUDENT ROUTES FORM, VIA E-MAIL, TO THEIR PROGRAM DIRECTOR OR PROGRAM CHAIR AND COLLECTS THEIR SIGNATURE.
5. AFTER OBTAINING THEIR PROGRAM DIRECTOR'S/CHAIR'S SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO THEIR PROGRAM'S DIRECTOR OF TRAINING OR THE DIRECTOR OF COMMUNITY ENGAGEMENT. IF THE STUDENT IS NOT ON PRACTICUM OR SJP, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO STUDENT AFFAIRS.
6. AFTER OBTAINING STUDENT AFFAIRS' SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO FINANCIAL AID.
7. AFTER OBTAINING FINANCIAL AID'S SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO THE OFFICE OF THE REGISTRAR.
8. SUBMIT ONE FORM WITH ALL SIGNATURES TO REGISTRAR@ADLER.EDU. FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR.
9. FORM IS ACCEPTED VIA YOUR ADLER E-MAIL ONLY. FORMS THAT ARE DROPPED OFF, MAILED, OR FAXED WILL NOT BE ACCEPTED.

ADMINISTRATION INSTRUCTIONS:

1. YOU DO NOT NEED TO PRINT THIS FORM!
2. SIGN THE FORM BY TYPING YOUR NAME AND **SEND IT BACK TO THE STUDENT**, SO THE STUDENT CAN CONTINUE TO COLLECT SIGNATURES.
3. FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR.
4. FORM IS ACCEPTED VIA E-MAIL ONLY. FORMS THAT ARE DROPPED OFF, MAILED, OR FAXED WILL NOT BE ACCEPTED.

NOTIFICATION OF LEAVE – CHICAGO CAMPUS

****PLEASE OBTAIN SIGNATURES IN THE ORDER LISTED BELOW****

FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR

STUDENT SIGNATURE:

DATE:

PLEASE TYPE YOUR NAME AND DATE

(Your signature indicates you have read and understand the information on this form and Adler University's Leave of Absence policy.)

Faculty Advisor:

(TYPE YOUR NAME AND DATE)

DATE:

Program Chair/Director:
(TYPE YOUR NAME AND DATE)

DATE:

Director of Community Engagement - students on SJP (Camille Williamson - cwilliamson@adler.edu):
(TYPE YOUR NAME AND DATE)

DATE:

Director of Training - students on practicum, internship, or externship:
(TYPE YOUR NAME AND DATE)

DATE:

Student Affairs (studentaffairs@adler.edu):
(TYPE YOUR NAME AND DATE)

DATE:

Financial Aid (financialaid@adler.edu):
(TYPE YOUR NAME AND DATE)

DATE:

Registrar's Office Use Only:

Registrar's Office Representative Signature and Date Received (with all signatures):

Registrar's Office Representative Signature and Date Date Processed:

Student's Last Date of Attendance: