

LEAVE OF ABSENCE REQUEST

Spelman College - Office of the Registrar - 350 Spelman Lane, S.W. Atlanta, GA 30314 - 404.270.5233

TO THE STUDENT: A student in good academic standing (i.e. having at least a 2.0 cumulative GPA and a zero account balance) may take a Leave of Absence for a period NOT to exceed TWO consecutive semesters. Your request for a Leave of Absence does not become effective until all authorized persons below have signed and this form is returned to the Registrar's Office.

TODAY'S DATE _____

NAME _____ S.S.N. _____ / _____ / _____

CLASSIFICATION _____ SEMESTER LAST ATTENDED _____

REQUESTED DATE OF LEAVE _____ EXPECTED DATE OF RETURN _____

ADDRESS WHERE YOU MAY BE REACHED _____
(Street Address)

(City, State Zip Code)

(Telephone No.)

KINDLY SELECT WHEN YOU WOULD LIKE YOUR LEAVE TO BE EFFECTIVE:

Please Note: Your request for a Leave of Absence does not become effective until all authorized persons below have signed and this form is returned to the Registrar's Office.

Effective Immediately
(Please withdraw me from all of my classes)

Effective at the end of the semester
(I expect to receive grades for this semester)

PLEASE INDICATE YOUR REASON FOR LEAVING:

Financial **Medical** **Personal** **Academic** **Other** _____

STUDENT'S SIGNATURE: _____ DATE _____

REGISTRAR: _____ DATE _____ GPA _____

ACADEMIC DEAN: _____ DATE _____

STUDENT A/C. COORDINATOR: _____ DATE _____ BAL DUE Y/N _____

LOAN COORDINATOR _____ DATE _____

STUDENT FINANCIAL SERVICES: _____ DATE _____

DEAN OF STUDENTS _____ DATE _____

RESIDENTIAL LIFE: _____ DATE _____

ATTENTION: IF YOU HAVE REGISTERED FOR COURSES AT OTHER AUC SCHOOLS, YOU MUST FOLLOW THEIR WITHDRAWAL POLICY. SPELMAN IS NOT RESPONSIBLE FOR WITHDRAWING YOU FROM THOSE COURSES.

Administrative Offices

Registrar

Dr. Frederick Fresh
Packard Hall, Room 206
404.270.5227

Academic Dean

Dr. Desiree Pedescleaux
Rockefeller Hall, First Floor
404.270.5695

Loan Coordinator

Ms. Adriane Allen
Packard Hall, Room 221
404.270.5168

Dean of Students

Dr. Vera Dixon Rorie
Manley Center, Rm. 210
404.270.5132

Student Accounts

Ms. S. Linda Durden
Packard Hall, Room 218
404.270.5161

Student Financial Services

Ms. Lenora Jackson
Packard Hall, Ground Floor
404.270.5209

Office of Residential Life

Ms. Brenda Rogers
LLC II, Administrative Suite
404.270.5343