



THE CITADEL

Office of the Registrar  
Leave of Absence Request

*All Students*

**PLEASE READ THE CITADEL POLICY ON PAGE 2 BEFORE SUBMITTING THIS FORM**

CWID: \_\_\_\_\_ Name \_\_\_\_\_  
Last Name First Name MI

Cadet

College Transfer Program

Graduate

Student Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Program(s) Currently Enrolled:** \_\_\_\_\_

**Reason for Leave of Absence:**

☐ Academic Research ☐ Health Related ☐ Military ☐ Other (please specify): \_\_\_\_\_

For military obligations please provide a copy of your orders or documentation from your command.

I request that my leave begin:

☐ Fall ☐ Spring ☐ Summer \_\_\_\_\_  
Year

I will return to The Citadel in :

☐ Fall ☐ Spring ☐ Summer \_\_\_\_\_  
Year

My request occurs before the drop/add period of the initial semester I am requesting leave: Yes No

If your request is after the add/drop period for the semester indicated, please provide a written explanation of why you are submitting your request now .

Initials \_\_\_\_\_ I have read and acknowledge the Leave of Absence Policy on the back of this form.

Initials \_\_\_\_\_ I understand that submitting this form does not guarantee that I will be automatically approved for a Leave of Absence. The approval will be dependent upon meeting the eligibility criteria in the LOA policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

CAT CLEARANCE :

NOT REQUIRED

REQUIRED

STUDENT BUSINESS SERVICES:

CLEARED

OUTSTANDING OBLIGATIONS

FINANCIAL AID:

CLEARED

OUTSTANDING OBLIGATIONS

DISCIPLINE:

CLEARED

OUTSTANDING OBLIGATIONS

CURRENT GPA: \_\_\_\_\_ : MEETS MINIMUM GPA:

YES

NO

VA BENEFITS:

CLEARED

OUTSTANDING OBLIGATIONS

Leave of Absence

Approved

Not Approved

\_\_\_\_\_  
Associate Provost for Academic Affairs

\_\_\_\_\_  
Date

**Registrar's Office Use Only**

Recorded to Banner:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

Revised:

09/2024

## Leave of Absence Policy

There are times when students must take time away from school. A leave of absence is a way to take some time off from studies and return with minimal obstacles or penalties.

A Leave of Absences is awarded for a period of up to one year defined as two full semesters not to include summer but may be extended no more than one additional year if there are extenuating circumstances. Special consideration will be given to students whose leave is due to active military service when a copy of military orders is provided. Cadets who have been granted an extension beyond one year must provide medical documentation to the MUSC Citadel Clinic as required for readmission.

A Leave of Absence request is a statement that a student will not be enrolling at The Citadel for a period of time but they plan on continuing their studies within one year. Students who have a Leave of Absence approved can return to The Citadel within a year without completing the readmission paperwork. They can continue in their academic program under their existing catalog year, will not lose access to their Citadel email address and, whenever possible, cadets will not lose their company assignment.

### Requirements for a Leave of Absence:

Must complete the Leave of Absence request form located at the Registrar's Office

Must not have any financial obligations to the College

Must have a minimum cumulative GPA of a 2.0 or higher. Students who do not have a calculable GPA (i.e., no completed classes with standard letter grades) will not be considered for a Leave of Absence.

Must not have any pending disciplinary action

Must not have any pending CAT action.

For cadets, the same age requirements as stated for readmission must be met at the time the student returns from leave. (Student may not be older than 23 years of age on the first day of return if fourth-class requirements have not been met; student may not be older than 26 years of age on the first day of return if the student completed fourth-class requirements.)

To return from a Leave of Absence, students must contact the Registrar's Office in writing 30 days prior to the start of the upcoming semester. A leave of absence request should normally occur prior to the add/drop date at the beginning of the term (first 8 weeks). If the student's request is made after this deadline, a reasonable and compelling explanation for the delay must accompany the request. In such cases, supporting documentation (e.g. medical, mental health, deployment, temporary job transfer) should be provided with the request. Requests made after the deadline will be considered retroactive to the beginning of the term. The decision to grant the leave of absence is at the discretion of the Associate Provost. Students who request a leave of absence after the add/drop date during the semester may be responsible for at least a portion of the tuition for the classes in which they are enrolled. In such cases, students should consult with the Student Business Services as well as the Office of Financial Aid to determine if their time away from campus impacts their student loan eligibility.

A student who does not return within the Leave of Absence timeframe will need to apply for re-admission or re-enrollment per these policies.

Students on a Leave of Absence are expected to continue to uphold the Citadel principles of duty, honesty, loyalty, integrity and accountability. Failure to uphold these principles while away from The Citadel may result in a termination of your Leave of Absence and you will be required to apply to The Citadel for readmission