Leave of Absence Request Form and Policy
Petition to Educational Policies and Advisory Committee

Student seeking Leave of Absence must:

1. Read the policy on the other side of this form, noting the scope of the Leave of Absence.

2. Set an appointment with the Director of Student Development: in person or alternate media.

3. Complete this Leave of Absence form and submit directly to EPAC through the Administrative Assistant to the Academic Dean.

4. A Leave of Absence is approved for only one semester at a time, renewable only once for up to two consecutive semesters.

Student Name________________________________________________________________________

Degree/Certificate Program__________________________________

Select One:
Session I (August Intensives/Fall Semester/January Intensives) ______
Session II (Spring Semester/May Intensives) ______

Academic Year __________________________________________

Reason for Leave of Absence (please attach):

Student Signature_________________________________________ Date __________

Advisor Signature_________________________________________ Date __________

Director of Student Development Signature___________________ Date __________

Please indicate if any other Leaves of Absence have been granted, and when: __________________________

-------------------------------------------------------------------------------------------------------------------------------------

Office Use Only

EPAC Approval Date ________________ EPAC Approved Renewal Date ________________

Paperwork to be kept in student’s file in the office of Academic Services
Leave of Absence Policy (from Bethany Student Handbook)
Revised 3/21/14

In order to continue in active status, students in a degree or certificate program must register for at least one course each session. If they are unable to take courses during a given session they must consult with their advisor and petition the Educational Policies and Advisory Committee (EPAC) for a leave of absence. A Leave of Absence is approved for only one semester at a time, renewable only once for up to two consecutive semesters.

EPAC may at its discretion, grant leave of absence status for professional or personal reasons. It should be noted that leave of absence status does not extend the deadline for degree completion. Leave of absence status includes the following arrangements, privileges, and fees:

1) library privileges continue
2) student mailbox remains active
3) student email account remains active and will be used for communications from the seminary
4) student remains on student email listserv & thus receives prayer concerns, newsletters, and other communication
5) federal student loans not available for LOA period
6) federal student loan repayment grace period must be entered into
7) Bethany wellness center membership subsidy not available
8) cross cultural bank payments will be suspended during LOA period
9) all Financial Aid Spring deadlines must be met prior to the LOA period, in case the student wishes to return to coursework. There are no exceptions made for late Financial Aid materials.

Please be advised with the following information: bethanyseminary.edu/financial_aid or contact Student and Business Services

10) all fees, academic calendar deadlines, and routine seminary processes apply during the LOA year

If a student does not register, does not request a leave of absence, and does not withdraw he or she will be administratively withdrawn after the first week of semester-long courses is completed during the fourth session in which they have not registered, requested a LOA, or withdrawn. This date marks the end of the period which courses may be added. All student privileges will end at this time.