



## Leave of Absence Form

Name (First and Last): \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Student type: \_\_\_\_\_ Term (Sem./Yr.: \_\_\_\_\_) \_\_\_\_\_ Non-term (S20\_\_\_\_/20\_\_\_\_)

Type of Leave: \_\_\_\_\_ Military \_\_\_\_\_ Special Circumstances Last Date of Attendance: \_\_\_\_\_

Reason for requesting Leave: (Please attach copies of any other relevant evidence such as military orders, doctor notes, etc.) \_\_\_\_\_

### Current enrollment:

Department	Course #	Section #	Start/End Dates	Credit Hrs.

### Enrollment Options

A leave of absence may be approved for a maximum of 180 days. Students requesting a leave may opt to drop courses they are currently enrolled in (if leave is requested at the beginning of a course) or can request to receive a grade of Incomplete (I) and submit completed paperwork after returning from leave. Students on leave who do not return within the 180 day period will be administratively withdrawn. This may have academic implications (such as incomplete grades changing to an “F” or a “WE”). For more information about academic implications, refer to the [Academic Catalog](#) and/or contact the Office of Academic Affairs (Murray Center Room 206, 812-749-1238, [academicaffairs@oak.edu](mailto:academicaffairs@oak.edu)).

Expected return date: \_\_\_\_\_

Registration changes: (check all that apply and complete appropriate sections on p. 2)

- Request a grade of Incomplete (Incomplete Request Form must be provided with the LOA)
- Drop courses

### Leave of Absence Checklist

Yes No

- Does OCU have your correct address on file?** If you address has changed, please complete the Change of Personal Information Form available at <http://www.oak.edu/forms/> or contact Academic Affairs at 812-749-1238 or [academicaffairs@oak.edu](mailto:academicaffairs@oak.edu).
- Have you spoken to Business Office and Financial Aid** staff members about financial implications and/or repercussions of dropping courses?
- Do you live in University housing?** If so, contact the Student Life Office (Student Life Center, 812-749-1421).
- Are you a student worker?** If so, contact the Financial Aid Office (Murray Center, Room 207, 812-749-1224).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor/Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administrative Use Only

Leave of Absence approval dates: \_\_\_\_\_ to \_\_\_\_\_

Due date for completing any coursework from incomplete courses: \_\_\_\_\_

Copy of form sent to instructors on (date): \_\_\_\_\_

Provost/Assistant Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Registration Changes

Please complete the appropriate section below for any courses dropped or for which you are requesting a grade of incomplete. An Incomplete Request Form must be submitted and approved along with the Leave of Absence request.

### Courses with a grade of Incomplete (I):

Department	Course #	Section #	Start/End Dates	Credit Hrs.

### Incomplete Grade Policy

The grade of “I” indicates an authorized incomplete and is given when a student is unable to complete all required coursework before the class is finished because of circumstances beyond her or his control. A grade of “I” does not count in the computation of grade point average.

An incomplete grade, “I”, is only to be given when extreme situations arise that a student cannot control and which prevent them from completing course requirements by the end of the enrollment semester. These include serious illness or accidents, extreme family issues, and like situations. It does not include poor time management in completing assignments, excessive absences without documentation, or missing one or more exams unless it is due to the serious illness or accident.

A student may request an incomplete before the end of the semester or a course and it may be granted if circumstances warrant. In order for a student to receive a grade of “I”, the *Request for Incomplete Grade Form* must be completed, signed by both the instructor and the student, and submitted to the Office of Academic Affairs before the end of the course for which the student is seeking an extension. The Office of Academic Affairs will notify the instructor and the student once the request has been approved.

The remaining work for an incomplete grade must be completed within a time frame equal to the length of the course. For example:

- A student taking a semester long course must complete all outstanding work by the end of the next semester.
- A student taking a five-week or eight-week course must complete all outstanding work by the end of the next five or eight-week session. He/she cannot receive additional financial aid disbursements until a grade is received.

If a student fails to submit all required coursework by the deadline/due date agreed upon in the *Request for Incomplete Form*, the grade of “I” will be changed to whichever grade the student has earned at that point.

### Dropped courses:

Department	Course #	Section #	Start/End Dates	Credit Hrs.

**Note:** Students dropping courses must contact the Financial Aid Office (812-749-1437 – non-term; 812-749-1224 – term students) and Business Office (812-749-1240 – non-term students; 812-749-1244 – term students) to discuss financial implications.

Submit completed form, along with supporting evidence, to the Office of Academic Affairs (Murray Center 206, 812-749-1238, [academicaffairs@oak.edu](mailto:academicaffairs@oak.edu) – traditional students) or the Non-Traditional Enterprise Office (Murray Center 207, 812-749-1304 – non-traditional students).