

## LEAVE OF ABSENCE FORM

**Reed College Student Services • Eliot 218 • 3203 SE Woodstock Blvd., Portland, OR 97202 • 503.777.7521**

To take a leave of absence, please schedule a brief meeting with one of the Associate Deans of Student Services (via Jen Negen 503.777.7521, [negenj@reed.edu](mailto:negenj@reed.edu)) and bring this form with you, with all but the signatures complete. You and the Associate Dean will sign the form prior to your gathering the other signatures. Leaves are usually processed before the start of a semester and can be granted for a maximum of two semesters. The final deadline to take a leave during the semester is the deadline to withdraw from a semester course. Tuition, room and board refunds will be calculated on the college's refund schedule, found in the catalog and guidebook; links to both are on Reed's website, <http://web.reed.edu>. When all signatures are obtained, please return this form to Jen Negen in Eliot 218.

Name \_\_\_\_\_ Leave begins:  Fall of \_\_\_\_\_  Spring of \_\_\_\_\_  
 Reed ID \_\_\_\_\_ Plan to return:  Fall of \_\_\_\_\_  Spring of \_\_\_\_\_

Class:  Freshman  Sophomore  Junior  Senior

Current Address (*dorm and room number if on campus*): \_\_\_\_\_

Permanent Address \_\_\_\_\_

On Leave Address \_\_\_\_\_

On Leave Phone \_\_\_\_\_ Non-Reed Email Address \_\_\_\_\_

**PLEASE NOTIFY THE REGISTRAR'S OFFICE OF ANY ADDRESS CHANGES WHILE YOU ARE ON LEAVE**

Please indicate your reasons for requesting a leave of absence. Mark all appropriate boxes.

Personal:

- Family situation       To work       Financial reasons       Need a break

Academic:

- Indecision about major       Not ready for Junior Qualifying Exam  
 Not ready to begin Thesis       Poor academic performance       Poor academic preparation  
 Reed social environment (please specify): \_\_\_\_\_

Pursuing academic work elsewhere (please specify program and institution): \_\_\_\_\_

Desire for classes/programs not offered at Reed (please specify program and institution): \_\_\_\_\_

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Student Services Date

\_\_\_\_\_  
Financial Aid, Eliot 202 Date

\_\_\_\_\_  
Business Office, Eliot 307-308 Date

\_\_\_\_\_  
Faculty Adviser Date

\_\_\_\_\_  
Residence Life, if applicable, 28West Date

\_\_\_\_\_  
International Student Services, if applicable, GCC 104 Date

**OFFICE USE ONLY**

Effective Date \_\_\_\_\_ OR  Continuation of Leave already in place

Note: This form must be completed and turned in to Eliot 218 by 5pm on the third business day following the effective date.

Registrar's Office	Business Office	Residence Life	Student Services
Classes dropped	Perkins/Reed Loan	Move-out date	Processed on/by
Classes dropped	TMS		Student Notified (remote) by/on
Sem coded	Waiver		Date notified of extension/return
SFAWDRL	Room & Board		Return date
MS Box Deleted	Bookstore		Extension's return date
Processor Initials/date	Facilities		