



1701 North State Street, Campus Box 150436
Jackson, MS 39210-0001
Web: www.millsaps.edu/records
Email: records@millsaps.edu
Office: Academic Complex, Room 142
Phone: 601-974-1120
Fax: 601-974-1114

Leave of Absence Form

Name _____ ID# _____

Will be away (please circle): Fall Spring Year: 20 _____

E-Mail _____ Cell phone _____

Permanent Address _____

Do you now receive/anticipate applying for Financial Aid or Scholarships? Yes ___ No ___

Cum GPA _____ Major _____

Students may petition for a leave of absence for a future semester. A leave of absence cannot be granted in a semester in which any classes have been attended. Before requesting a leave of absence from the College, students must meet with the Assistant Dean for Academic Support Services (undergraduate) or the Assistant Dean of the Else School of Management (M.B.A. or M.Acc.) to determine if a leave of absence is appropriate in their situation. A leave of absence allows students to sit out for a semester without having to reapply for admission. A student may not be enrolled at another institution while on leave of absence from Millsaps College. A leave of absence maintains a student's eligibility to retain academic scholarships; however, students must reapply for need-based aid. A leave of absence is granted for one semester, although in unusual circumstances a petition may be filed for an extension. Indicate in the space below your reason for requesting a Leave of Absence.

Required Signatures of Approval (Please get in order specified):

- 1. Assistant Dean of Academic Support (UG)/Director of Administration for the Else School (GR): _____
- 2. Academic Advisor: _____
- 3. Financial Aid Office: _____
- 4. Business Office: _____
- 5. Records Office: _____

Student - sign & date _____

The following college offices will be notified of your Leave of Absence: Financial Aid, Residence Life, Information Technology Services, Campus Safety, Post Office, and Office of Records.

Processed in Records by _____ date _____