

Hendrix College
Leave of Absence, Medical Leave or Withdrawal Application

Section 1—General Information

Name _____ ID # _____

Permanent Address _____
Street, City, State, Zip

Initial Enrollment Year _____ Advisor _____ Permanent Phone Number _____

Student Signature _____

Section 2—Status Requested (check one):

_____ **Leave of Absence**—Leave of Absence status is intended for students who plan to return to Hendrix within a one-year period. *Students with Leave of Absence status do not have to reapply to return to the College if they return within one year of the Leave of Absence semester.*

_____ **Withdrawal**—Intended for students who do not plan to return to Hendrix. *Students who withdraw must reapply for admission to the College.*

Please check one if you are applying for a Leave of Absence or Withdrawal:

_____ Academic _____ Family _____ Financial _____ Medical _____ Other _____

_____ **Medical Leave**—Students who are leaving campus due to medical concerns. *Students taking a Medical Leave must submit documentation from a physician or appropriate professional before permitted to return.*

Section 3— Attendance

Last day to attend classes at Hendrix _____ Expected date of return if taking a Leave of Absence _____

If transferring, what school will you be attending? _____

What attracted you to this other institution? _____

Section 4—Student Interview

The Leave of Absence or Withdrawal process begins with an appointment with one of the individuals listed below. Signatures required by Section 5 of this form may not be solicited until this meeting is complete.

- Mrs. Julie Brown 505-2954 Director of Academic Success SLTC Room.205
- Mr. Charnley Conway 450-1482 Assistant Director of Academic Success SLTC Room 207
- Mr. Jim Wiltgen 450-1422 Vice President for Student Affairs/Dean of Students SLTC Room 209
- Ms. Christy Coker 450-1330 Director of Student Outreach Services SLTC Room 220

Interviewer Signature _____ Date _____

Section 5—Signatures

Academic Advisor _____ Date _____

Librarian _____ Date _____
Are there outstanding Library books/fines? __yes __no

Business Office _____ Date _____
Is the student in good financial standing? __yes __no
Is a Perkins loan exit interview required? __yes __no
Has the board plan been discontinued? __yes __no

Director of Residence Life _____ Date _____

Interim Director-Office of Academic Planning and Career Discovery _____ Date _____

Dean of Students _____ Date _____
Are there any judicial situations pending? __yes __no

Financial Aid _____ Date _____
Student has been informed of financial aid issues resulting from this Leave of Absence or Withdrawal? __yes __no
Is a Stafford Loan exit interview required? __yes __no

**IF ANY OF THE ABOVE RESPONSES ARE YES,
PLEASE ATTACH A SEPARATE SHEET FOR NOTES.**

Hendrix Exit Feedback Form

We would appreciate your assistance in helping the College understand the factors that influence the decisions of students who leave Hendrix. The list below represents a number of reasons that may have influenced your decision to take a leave of absence or withdraw from Hendrix. Please **circle the most appropriate response** to each item to indicate if this item was (1) a major reason, (2) a minor reason, or (3) not a reason that you have decided to leave the college. You do not have to respond to all items, but we would welcome your feedback to as many items as possible.

1 – Major Reason 2 – Minor Reason 3 – Not a Reason

	Maj.	Min.	Not		Maj.	Min.	Not
Institutional:				Encountered unexpected expenses	1	2	3
College facilities were inadequate	1	2	3	Financial aid received was			
Impersonal attitudes of faculty and staff	1	2	3	inadequate	1	2	3
Location of the College	1	2	3	Tuition and fees were more			
Size of the College	1	2	3	than I could afford	1	2	3
Unhappy with College policies	1	2	3	Personal:			
Academic:				Experienced emotional problems	1	2	3
Academic advising was				Family responsibilities were			
inadequate	1	2	3	too great	1	2	3
Couldn't decide on a major	1	2	3	Felt alone or isolated	1	2	3
Courses were too difficult	1	2	3	Felt racial or ethnic tension	1	2	3
Desire to attend a different college	1	2	3	Health-related problems	1	2	3
Desired curriculum or major not offered	1	2	3	Influenced by parents or relatives	1	2	3
Didn't feel challenged	1	2	3	Learned all I wanted to learn at this time	1	2	3
Disappointed with the quality of instruction	1	2	3	Personal or family reasons	1	2	3
Dissatisfied with my grades	1	2	3	Other:			
Experienced class scheduling problems	1	2	3	Accepted a full time job	1	2	3
Inadequate study habits	1	2	3	My chosen occupation does not require more college	1	2	3
Too many required courses	1	2	3	Uncertain about the value of a college education	1	2	3
Student Life:	1	2	3	Wanted a break from my college studies	1	2	3
Dissatisfied with the social life	1	2	3	Wanted to get work experience	1	2	3
Had conflicts with roommate(s)	1	2	3	Wanted to travel	1	2	3
Quality of life in residence halls	1	2	3	Other factors:			
Financial:				_____	1	2	3
Applied for financial aid but did not receive it	1	2	3	_____	1	2	3
Could not find part time or summer work to support attendance	1	2	3	_____	1	2	3

Comments: _____

RETURN THIS COMPLETED FORM TO THE OFFICE OF THE REGISTRAR

FOR REGISTRAR'S OFFICE USE:

Notification to parent/guardian mailed _____ (Date)

Notification to: Academic Advisor, Academic Affairs, Academic Success, Admissions, Director of Integrated Advising, Business Office, Cafeteria, Chaplain, Counselor, Dean of Students, Financial Aid, Information Technology, Library, Post Office, President, Professors, Residence Life, Security, Student.

Copy to: Academic Advisor, Academic Affairs, Academic Success, Director of Integrated Advising, Business Office, Dean of Students, Financial Aid, Post Office, Student.