

***Leave of Absence or Withdrawal from the College
Application Form***

Section 1—General Information

Name _____ ID # _____
Permanent Address _____
Street, City, State, Zip
Campus/Local Address _____ Initial Enrollment Year _____ Advisor _____
Permanent Phone Number _____ Campus/Local Phone Number _____

Section 2—Status Requested (check one):

Leave of Absence—Intended for students **in good standing** 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 date.
 Withdrawal—Intended for students who do not plan to return to Hendrix. *Students who withdraw must reapply for admission to the College.*

Section 3—Reasons for Leave or Withdrawal (check one)

Academic Family Financial Medical Other _____
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.....Coordinator, Academic Services SLTC Room.205
- Ms. Christy Coker 450-1330 Director of Student Outreach Services SLTC Room 220
- Mr. Charnley Conway..... 450-1482.....Academic Specialist, Academic Services SLTC Room 207
- Dr. Carole Herrick 450-1246.....Associate Provost, Advising & Retention SLTC Room 206
- Dr. Jim Wiltgen 450-1422.....Vice President for Student Affairs/Dean of Students..... SLTC Room 209

Interviewer Signature _____ Date _____

Section 5—Signatures

_____ Academic Advisor Date	_____ Assoc Provost for Advising & Retention Date
_____ Business Office Date	<i>Is the student in good financial standing? ___yes ___no</i> <i>Is a Perkins loan exit interview required? ___yes ___no</i> <i>Has the board plan been discontinued? ___yes ___no</i>
_____ Dean of Students Date	<i>Are there any judicial situations pending? ___yes ___no</i>
_____ Financial Aid Date	<i>Student has been informed of financial aid issues that stem from this Leave of Absence or Withdrawal ___yes ___no</i>
_____ Librarian Date	<i>Are there outstanding Library books/fines? ___yes ___no</i>
_____ Director of Residence Life Date	

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

Submitted by: _____

Approved by: _____

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

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 Support Services, Admissions, Associate Provost for Advising and Retention, 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 Support Services, Associate Provost for Advising and Retention, Business Office, Dean of Students, Financial Aid, Post Office, Student.