

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 Buhler Hall
- Mr. Charnley Conway 450-1482 Academic Specialist, Academic Services Buhler Hall
- Dr. Carole Herrick 450-1246 Associate Provost for Advising and Retention Buhler Hall
- Dr. Carla Karney-Hall 450-1222 Vice President for Student Affairs Buhler Hall
- Mr. Jim Wiltgen 450-1416 Dean of Students Buhler Hall

Interviewer Signature _____ Date _____

Section 5—Signatures

Academic Advisor _____ Date

Assoc Provost for Advising and Retention _____ Date

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

Dean of Students _____ Date

Are there any judicial situations pending? __yes __no

Financial Aid _____ Date

Student has been informed of financial aid issues that stem from this Leave of Absence or Withdrawal __yes __no

Librarian _____ Date

Are there outstanding Library books/fines? __yes __no

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.