

Hendrix College

Leave of Absence or Withdrawal 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**—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.*

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
- Mr. 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 _____

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