

WASHINGTON AND LEE  
UNIVERSITY

**PETITION FOR LEAVE OF ABSENCE**

*Students in good standing who wish to leave the University to take advantage of an opportunity for academic enrichment elsewhere may request a leave of absence for a specific reason and for a specified period of time by petitioning the Committee on Reinstatement. This request must be made at least three weeks before the beginning of the new term. Readmission is contingent upon good conduct in the interim and, if another school is attended, an acceptable academic record.*

*Instructions:* please print in ink or type. When you have completed this form, please return it to the Office of the Dean of the College. The Chair of the Committee on Reinstatement will inform you by letter of the Committee's decision.

Date.....

Name.....  
(First) (Middle) (Last)

Home Address.....Zip Code.....

Current Mailing Address.....Zip Code.....  
(If different from home address)

Present academic year: (Circle one) Freshman Sophomore Junior Senior

Leave would begin in: (Circle one) September January April 20.....

Return in (Circle one) September January April 20.....

Major(s) .....

Major adviser(s) .....

*Before submitting this petition, you should follow the procedure outlined below and check items as completed.*

- 1. Consult with your parents;
- 2. Work out your complete academic program with your adviser to assure that you will be able to satisfy the distribution and major requirements for a degree;
- 3. Determine the effect a leave would have on financial aid, if you receive any from Washington and Lee, by visiting the Office of Student Financial Aid.

I certify that the above information is accurate and the steps have been completed.

.....  
Date

.....  
Signature

*On the back of this sheet please state your reasons for requiring a leave of absence at this time and explain, in as much detail as possible, how you plan to utilize the time.*

(Please do not write below this line)

Committee action.....Return as.....

Comments: