

## REQUEST FOR LEAVE OF ABSENCE (LOA) OR COLLEGE WITHDRAWAL

**Review policy details in Student Handbook - [Leave of Absence and Withdrawal Policies](#)**  
**Graduate Students** meet with your Program Chair and **Undergraduates** meet with [Advising & Planning](#) to complete this form  
**International Students** should [meet with ISS](#) before program chair or advisor meeting

**REQUEST** *Required - Check Box to identify your request.* Which term(s) do you plan to be on leave (if requesting a LOA)?

**LOA** : I plan to take 1-2 terms off, then return to CCA. **Summer 20** \_\_\_ **Fall 20** \_\_\_ **Spring 20** \_\_\_

*NOTE: Students may take a leave of absence from the college for a maximum of two regular consecutive semesters for their designated program. Some exceptions may be approved by Student Records.*

**College Withdrawal** : I do not plan to return to CCA.  
I wish to be withdrawn from all currently registered courses.

**Student Name:** \_\_\_\_\_ **Student I.D. Number:** \_\_\_\_\_

**Student Non-CCA Email:** \_\_\_\_\_ **Student Program / Major:** \_\_\_\_\_

Are you an international student?    **YES**    **NO**                      Do you live in on-campus housing?    **YES**    **NO**

What is your reason for this request (*Please select one*)?

**ACADEMIC**  **FAMILY**  **FINANCIAL**  **MEDICAL**  **MILITARY SERVICE**   
**PERSONAL**  **PROFESSIONAL OPPORTUNITY**  **TRANSFER**  **OTHER**

**SIGNATURES** (*Please read carefully and sign below to acknowledge your understanding*)

- I **must obtain signatures** and submit this completed form to my Program Chair/ Advisor to finalize my request.
- I have reviewed and understand the **Leave of Absence and Withdrawal Policies** in the CCA Student Handbook.
- If going on LOA, I will **update my contact information** (address, phone number, and email) while on leave in Workday and understand the importance of checking my CCA email regularly for information from the college.
- If withdrawing, I will **review and follow** the steps necessary on the [Technical Offboarding for Departing Students](#) Portal page, knowing that Workday and CCA Google **account access will be disabled 3 months after withdrawal date.**
- I understand that my timeline towards **degree completion will be impacted** and that I should consult with my Program Chair / Advisor prior to my return.
- I understand that I should confer with the following offices prior to my leave and **clear up any unresolved business** with these offices, knowing that repercussions may include a registration hold if not reconciled prior to my return.

<a href="#">STUDENT RECORDS</a>	studentrecords@cca.edu	If you have questions about enrollment / registration.
<a href="#">STUDENT ACCOUNTS</a>	studentaccounts@cca.edu	Confirm that your account is in good standing.
<a href="#">FINANCIAL AID</a>	finaid@cca.edu	If you receive financial aid, review your package.
<a href="#">HEALTH + WELLNESS</a>	healthinsurance@cca.edu	If you receive CCA health insurance, review eligibility.
<a href="#">HOUSING, DINING + RESIDENTIAL EDUCATION</a>	housingdining@cca.edu	If you live on campus, request housing cancellation.
<a href="#">MEDIA CENTER</a>	mediaservices@cca.edu	If you have utilized related services, confirm that your account is in good standing.
<a href="#">LIBRARIES</a>	librarynotices@cca.edu	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ISS Staff Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*For international students with F-1 or J-1 visa ONLY*

**(GR) Program Chair Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(UG) Advisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*For Student Records Office Only\*\*\*

**LOA / W Effective Date:** \_\_\_\_\_ **SRO Name:** \_\_\_\_\_ **SRO Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_