

Leave of Absence

A student in good standing may take a leave of absence from studies at Converse **for one academic term up to one full year**. The leave may be approved for various reasons, including but not limited to financial considerations, travel plans, medical needs, personal reasons, or alternate schooling. **If, after a leave of absence of one academic year a student does not re-enroll, the student will automatically be withdrawn from the College.**

To be granted a leave of absence during a term, appropriate documentation must be completed prior to separation from the College. **Students who are requesting that a leave of absence be applied to a current semester have until two weeks before the end of any course during the regular term and four days prior to the last day of Jan term.**

Students who are granted a leave of absence during the term will receive a grade of W in the regular terms (Fall and Spring) **until two weeks before the end of any course during the regular term and four days prior to the last day of Jan Term.**

Students who would like to request a leave of absence should download and complete the required form below:

- [Leave of Absence Form](#)

Students who are granted a mid-term leave of absence or withdrawal will receive grades of “W” for courses in that term. Students who do not complete documentation will receive a grade of “F” unless, for reasons of health or family emergency, they provide appropriate evidence of treatment and receives the approval of the appropriate dean in consultation with a representative of the Wellness Center.