



Leave of Absence

Starr King grants semester-length leaves of absence (Fall and Spring terms) to students when personal circumstances require the interruption of their enrollment. A student on leave does not need to apply for readmission and is not subject to changes in their academic program.

Starr King does not grant a leave of absence for work considered a normal part of an individually designed course of study at the school. Therefore, your advisor must be clear on your reason for the request and what will be accomplished during the leave of absence. Work accomplished during a leave of absence cannot be counted as credit toward the completion of a degree. This includes independent studies and incompletes.

Federal regulations stipulate that institutions receiving Title IV funds (federal financial aid) may not grant leaves of absences in excess of 180 days within a 12-month period, inclusive of weekends and break periods. Starr King therefore stipulates that students may take one leave of absence at a time but must enroll for classes in the subsequent semester to remain in good standing. Leaves of absence are not filed for Summer and Intersession terms. MDiv students are granted a maximum of six total semesters of leave and MASC students are granted a maximum of four total semesters of leave. Participation in the school's health insurance program is not available during a leave of absence.

A Leave of Absence form must be completed for each semester of leave. See instructions on the Student Forms page for filling out and submitting Student Forms. After the form is downloaded and completed, the student will email it to Registrar@sksm.edu cc'ing their advisor. The Registrar will collect all electronic signatures required.

An administrative leave of absence is imposed by vote of the faculty if a form is not approved and on file at the beginning of a semester. A student who fails to enroll for classes in the following semester will be withdrawn from Starr King by vote of faculty as well. Persons subject to administrative withdrawal may apply for readmission if they submit a corrective plan for continuing their degree program.

Students are advised to consult with the Financial Aid Office about whether a leave is the best financial decision. Students with educational loans need to check carefully about how a leave will affect deferment and payment of loans. Payments on all state and federal loans may go into repayment within six months.

Leaves of absence taken once matriculation in the degree program has begun count toward the total allowed in the program. Leaves of absence do not count toward the total time allowed to complete a degree program as stated in the Satisfactory Academic Progress policy.

Student Name:

Student Legal Name (if different):

Student Populi Barcode ID#:

Phone:

Email:

Program:

Completed (#) Standard Terms or Years in the program:

Advisor:

I am requesting a leave of absence for term (only one term allowed):

Term and year I began program:

Did you receive financial aid this year? (yes/no; list what kind)

Have you ever received financial aid? (yes/no; list what kind)

Reasons for request (You may attach a letter if you prefer):

Student's Signature: _____

Date:

Advisor's Signature: _____

Date:

Dean of Faculty Signature: _____

Date:

Student Accounts Manager Signature: _____

Date:

Registrar's Signature: _____

Date:

Students: Please complete this form (except for signatures) and save it as a PDF (see instructions for saving PDFs with the free Adobe software described on the Student Forms webpage and the Student Handbook). Save it with the filename: [Term].[Leave of Absence].[Your first and last name]. (ex: 2021SP.Leave of Absence.Mary Student).

Email the completed form (except signatures) to Registrar@sksm.edu, copying your advisor. The Office of the Registrar will obtain all the necessary electronic signatures when the completed PDF form is received. If you have already registered for courses in the term you are requesting leave, please email Registrar@sksm.edu to find out what is needed so you can be withdrawn from those courses.