

**Leave of Absence Application
Itasca Community College**

You may apply for a “leave of absence” from Itasca Community College if you will be forced to be absent for an extended period of time but plan to return to school once the leave is over. A student on an approved leave of absence is not considered to be withdrawn although grades of W or I (incomplete) may be assigned. A student may normally be granted only one leave of absence, not to exceed 180 days, within a 12-month period. Instructors must agree that it is possible for you to continue your coursework at the point you left. **If you do not return to school from an approved leave of absence, we will determine your withdrawal date to be the date your leave of absence began and calculate any refund/repayment obligations you may owe using that date.**

Possible reasons for a leave of absence may include: 1) serious health condition of student; 2) care of a child, spouse or parent with a serious health condition; 3) childbirth; 4) adoption of a child or fostering a child; 5) military obligations; 6) jury duty; or 7) other approved situations.

Name: _____ SSN or Tech ID: _____

Date you will begin leave of absence: _____

Date you plan to return to ICC after leave of absence: _____

Explain the situation that required a leave of absence and **ATTACH DOCUMENTATION:**

Signature: _____ Date: _____

Submit to Dean of Academic Affairs, Administration Building

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Office Use Only:

Approved _____
Denied _____ Reason: _____

Signature: _____ Date: _____

Copies: _____ Records _____ Dean, Academic Affairs _____ Financial Aid