



Leave of Absence Request Form

Requesting a Leave of Absence

Please review the [Leave of Absence Policy \(LOA\)](#) and submit the completed request form to your academic advisor within the required timeframe in order to be considered for Leave of Absence from your academic program.

Documentation should be submitted to your academic advisor, in person, by email, or by mailing it directly to the Office of Student Affairs.

Mailing address: Maryland University of Integrative Health
Attn: Office of Student Affairs
7750 Montpelier Rd
Laurel, MD 20723

Name: _____

ID # _____

Email: _____

Phone: _____

Program: _____

Have you completed one full trimester at MUIH at the time of this request? ☐ Yes ☐ No

Are you in good financial standing with the Library and the University? ☐ Yes ☐ No

Have you consulted with Financial Aid if applicable? ☐ Yes ☐ No

Is this LOA request in relation to accommodations with Disability Services? ☐ Yes ☐ No

If yes, have you filed an official request with your Academic Advisor? ☐ Yes ☐ No

If no, please refer to the [Disability Services Policy](#) and then complete the appropriate request.
You may submit this request along with all supporting documentation to your Academic Advisor.

Please indicate the term and year of your request to begin the Leave of Absence:

☐ Fall _____

☐ Spring _____

☐ Summer _____

Your leave of absence will be terminated at the end of the trimester indicated above, at which time you will be required to register for classes and commence with your program.

Reason for Leave of Absence Request:

Students should speak to the Finance department and, if applicable, the Director of Financial Aid about any financial implications involved with taking a leave of absence. A student who stops attending courses at Maryland University of Integrative Health without an approved LOA and without withdrawing will receive the grades they have earned in all registered course(s) and will be withdrawn from their program and the University after one full trimester of inactivity.

Students who are not enrolled in consecutive trimesters become inactive (i.e. are not registered for or taking courses towards the completion of their degree program; or are not on approved LOA; or who are not finished with a degree program or are pending a graduation audit), and will be administratively withdrawn after one trimester of inactivity.

Students on LOA are required to adhere to the contract deadlines for submitting incomplete work.

Student Signature: _____ Date: _____

Office of Student Affairs Use Only

LOA Form Received by:

Name: _____

Signature: _____ Date: _____

☐ Electronic acknowledgement sent to student

LOA request is: ☐ Approved ☐ Denied

☐ COS submitted to registrar

Reason for denial:

Distribution List: -Registrar -Finance -Financial Aid -Academic Program