

Rec'd by: _____

Date: _____



APPLICATION FOR LEAVE OF ABSENCE

Application submitted:

Fall Semester 20____

Spring Semester 20____

Summer 20____

Instructions:

- Carefully read the information on the reverse side to determine if a Leave of Absence is appropriate.
*Note: A Leave of Absence will be approved **only** due to documented extraordinary unforeseen circumstances beyond the control of the student.*
- Pay all outstanding fees. Application will not be approved if fees are unpaid.
- Complete and submit this application to the Office of Records and Registration. Attach relevant documentation.

It is the student's responsibility to investigate the effect of a leave upon such matters as financial aid, veterans benefits, etc.

PLEASE PRINT CLEARLY

Last Name	First Name	Middle Initial	SCC ID #
Date of Birth	Email Address	Telephone	
Please indicate where notification of approval or denial of this application should be mailed:			
Street Address	City	State	Zip Code

Leave of absence requested beginning in _____ (Semester / Year) and returning to SCC to resume studies in _____ (Semester / Year). Maximum leave: 1 year

Detailed explanation of the justification for a Leave of Absence:

Be sure to attach relevant documentation to substantiate the justification explained above.

Student's Signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature	Date
	Rev.10/15

SOLANO COMMUNITY COLLEGE
LEAVE OF ABSENCE
INFORMATION FOR APPLICANTS

A Leave of Absence is defined as a break in a student's regular, continuous education in which the student temporarily ceases formal studies at Solano Community College (SCC) **due to documented unforeseen extraordinary circumstances beyond his/her control.**

A. Eligibility:

Any SCC student is eligible to apply for a Leave of Absence. The maximum time a student may be on leave is one (1) year. Only one (1) Leave of Absence will be granted to any student.

B. Instructions:

1. Pay any outstanding fees owed to SCC. A Leave of Absence will not be granted to a student with a debt of any kind, including unpaid student registration fees.
2. Complete and submit the Application for Leave of Absence to the Office of Records and Registration. Attach relevant documentation to support the application.
3. Notice of approval or denial of the application will be emailed and mailed to the student within 10 business days at the addresses indicated on the application.
4. If application is approved, when student returns to Solano Community College to resume his/her studies he/she will be required to complete a new Application for Admission for the current term. If the student was granted a Leave of Absence, the period of time he or she is on leave will not be considered a break in attendance.

CATALOG RIGHTS POLICY

Solano Community College will use the catalog in effect at the time of the student's initial enrollment to determine graduation eligibility.

If there is a break in continuous attendance, the catalog in effect upon the student's return to the College will be used to evaluate eligibility.

A student may choose catalog rights under the following circumstances:

1. Students who maintain continuous enrollment at SCC may elect to graduate under the SCC catalog in effect:
 - (a) Upon first enrollment at SCC or
 - (b) At time of graduation
2. Students who have attended no other college but fail to maintain continuous enrollment may elect to graduate under the SCC catalog in effect:
 - (a) Upon re-entry to continuous enrollment at SCC or
 - (b) At time of graduation
3. Students who transfer to another accredited public institution of higher education and who maintain continuous enrollment may elect to graduate under the catalog in effect:
 - (a) When they first entered SCC or
 - (b) At time of graduation

Students who have pre-approved leaves of absence retain catalog rights in effect at the time of initial enrollment.