

Policy from Berry College Catalog:

While students are encouraged to apply for the Leave of Absence prior to the beginning of a term or during the drop/add period, students **must** complete the Leave of Absence form and turn it in to the associate provost's office **no later** than the end of the withdrawal period, typically the fifth week of the regular fall or spring terms, for approval to be considered for the current term. Students who have begun course work during the term and who receive permission for the leave after the drop/add period would be granted a *W* for all courses for which they are registered; these hours would count, however, as hours attempted.

A student approved for a Leave of Absence will be eligible to preregister at the same time he or she would if enrolled at Berry and will, upon returning to the college, be coded as a current student. The student is responsible for meeting all fee deadlines, housing-application deadlines, etc., as is a student in residence.

A student approved for a Leave of Absence may not continue to live on campus or participate in the Student Work Experience Program during the semester for which they have been granted Leave of Absence.

Directions for a Leave of Absence from Berry College for Students Not Currently on Campus

1. Fill out the Leave of Absence form completely, and return to the Academic Services office.
2. If you are leaving for medical reasons, please have your doctor's office send documentation. That may be mailed or faxed to the Academic Services office.

Things you need to do: Upon approval of Leave of Absence:

- Contact the Mount Berry post office, turn in your postal box key, and complete a change-of-address form (706) 236-2201.
- Turn in all library books and clear any fines (706) 236-1740.
- If you lived in campus housing and have not cleared your room, contact Residence Life (706) 236-2209 to make arrangements to do this.
- Go to the Office of Telecommunications, 124 in Hermann Hall, to discontinue telephone services.

Academic Services

P.O. Box 495029

Mount Berry, GA 30149-5029

Fax: 706-238-7972