



The INSTITUTE for the PSYCHOLOGICAL SCIENCES

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REQUEST FOR LEAVE OF ABSENCE ENROLLMENT CHANGE FORM

Student Name _____ Degree Program: MS MSP PsyD

Address During Leave _____ IPS Email _____

_____ Personal Email _____

Dates of Leave Requested _____ to _____

Student Signature _____

IPS Leave of Absence Policy

Should a student enrolled in a degree program of the Institute find it necessary to interrupt active pursuit of their degree, he or she should first discuss the need for a leave of absence with their academic advisor. Generally, a leave of absence is granted for good cause and a minimum of one academic semester, and is limited to one calendar year. Requests will be considered prior to the beginning of an academic semester. For any request made during the academic semester, the grade assigned will follow the Institute's withdrawal policy. The right to make use of the Institute's facilities is suspended while the leave is in effect. (*Academic Catalog 2013-2014, page 61*)

Readmission to the Program

The student who discontinues active enrollment in courses without being granted a leave of absence, or a student granted a leave of absence who does not return to active enrollment in courses at the close of the approved period of time, must apply for readmission to the degree program, and will be subject to the regulations and requirements then in force. In such cases, acceptance into the program is not guaranteed, and any courses taken prior to the interruption of enrollment may not count towards graduation if they were not completed within the time allowed for degree completion. (*Academic Catalog 2014-2015, pg.26*)

Repayment of Federal Financial Aid While on Leave of Absence

Students who are participating in Title IV federal financial aid programs may be granted a leave of absence of up to 180 days in a calendar year without entering repayment. After this point, if still on leave, the student will be required to begin repayment. Therefore, students receiving federal financial aid are required to receive counseling from the Financial Aid office prior to being granted a leave of absence. (*pg.26*)

1. Please ATTACH to this Form a signed brief 'Request for Leave' LETTER, addressed to the Academic Dean, EXPLAINING your desire for a leave of absence, the CIRCUMSTANCES, and the EXPECTED DATE OF YOUR RETURN.

2. Submit Form and Letter for REVIEW with Program Director:

Program Director: _____ Date: _____
MS-Clin/Dr. Lokhmotov, MS-Gen/Dr. Vitz, PsyD/Dr Payne

3. Submit Form and Letter to Academic Dean for APPROVAL:

Academic Dean: _____ Date: _____ Approved: _____
William Nordling, Ph.D., Academic Dean Denied: _____

4. Obtain CLEARANCE from the following Departments:

Financial Aid: _____ Date: _____
Jeffrey Elliot, Financial Aid and/or Jennifer Karns, International Student Coordinator

Business Office: _____ Date: _____
Business Manager (BusinessOffice@ipsciences.edu)

Library: _____ Date: _____
Jeffrey Elliott, Library Director

5. SUBMIT COMPLETED FORM to Enrollment Services/Registrar:

Registrar: _____ Date: _____ OFFICIAL START DATE: _____
Jennifer Karns, Registrar

Comments: _____