



Leave of Absence Handbook

UNIVERSITY OF LA VERNE

This Handbook is designed to help you to transition out of the University of La Verne on a temporary basis.

Each section briefly explains which offices must be contacted to ensure that you leave the University in good standing. Our hope is that by easing your transition away from La Verne you will lay the foundation for facilitating your transition back to La Verne to continue your education.

This Handbook should be used as a general guide and not as the authoritative document for transitioning out of the University. Please use it alongside the University Catalog to ensure you are aware of policies and requirements that govern your degree requirement and your status as a student.

We welcome constructive feedback for improvement of this Handbook.

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Updated: April 2022
Covers by: Rasha Dubuni, March 2010
Content Sources:
University Catalog
Departmental Policies & Procedures

Leave of Absence Handbook

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(Key terms are hyperlinked to source materials)

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Section 1

General Information & FAQ

What is a Leave of Absence?

A leave of absence is a temporary leave from the [University of La Verne](#). It may be necessary for you to take a temporary leave during your academic career.

Why should I take a Leave of Absence?

A student may elect to take a leave of absence for a variety of reasons to handle life issues that might interfere with his/her academics. Examples of life issues are:

- Family or personal reasons or hardships.
- Religious obligations.
- Financial or work-related issues.
- Medical emergencies due to illness or accident.
- Military (there is NO time limit for students who enlist or are deployed)
- Volunteer service

How long can I leave La Verne under a Leave of Absence?

University policy (based on your respective University [Catalog](#)) grants traditional undergraduates up to two consecutive semesters (fall/spring), except in cases related to military enlistment or deployment. Leaves of Absence for military service have no time limit and may return at any time. You may be asked to submit proof of enlistment or deployment.

If you anticipate not being able to return immediately after a leave of absence expires, except for military service, please contact the Academic Advising [Office](#) without delay. Otherwise, you may be required to [reapply](#) for admission if your active status expires as a result of exceeding the two-semester limit.

Is it easy to return to the University of La Verne?

A leave of absence is specifically designed to help students to transition back to La Verne immediately after the leave of absence expires without reapplying for admission. Following these guidelines will assure rights granted to you by the catalog you follow and it will ease your access to [financial aid](#) and [housing](#). Finally, your smooth transition back to La Verne will help you to finish your undergraduate degree without additional delays.

Can I take a Leave of Absence if I am a first semester student?

Yes. You can take a leave of absence after the 2nd week of classes. You will also be held by established tuition refund policies. If you need to file a leave of absence before the start of your first semester, you should instead update your admissions application with the Admissions Office if you need to postpone your anticipated start date. Either way, you will be held by established tuition refund policies. Check fall or spring semester academic deadlines.

Does a Leave of Absence automatically cancel my courses?

No. A leave of absence does not automatically cancel your courses. The first step is to meet with your academic advisor, followed by the Registrar to drop your courses. In short, you are responsible for dropping courses. Please know that you may receive marks of "W" for all the courses you withdraw from depending on the timing of your withdrawal. You may not take a leave of absence and also be concurrently enrolled in any courses at La Verne. If you feel compelled to withdraw from specific courses, but stay enrolled in others, you may do so throughout the withdrawal period but you may not file a leave of absence for the same semester.

The handbook identifies other offices you may also need to visit as you transition out of La Verne.

I plan to withdraw from La Verne and do not plan to return. Do I need to file a leave of absence?

No. If you are certain that your departure from La Verne will be permanent then you do not need to file a leave of absence. Make sure you mark the appropriate section on the form indicating that you will withdraw from the University (and do not plan to return). You should meet with each of the departments that are listed on the form and get signatures to ensure you are leaving in good standing. Also, make sure you resolve any holds you might have on your record, including financial balances, and returned library books if you intend to purchase transcripts.

It is advisable to review the handbook in its entirety to understand how your departure will impact various university departments or services you might have done business with to ensure you leave in good standing.

If you are not certain about the permanency of your withdrawal, it is advisable to file a leave of absence for up to one academic year (two consecutive semesters) in case you change your mind and wish to return to La Verne within a year [you always retain the right to withdraw]. Otherwise, you will need to apply for [readmission](#).

If I withdraw without taking a leave of absence, am I eligible to use the Library or remain in university housing?

Access to University services, including Library use and housing, is a privilege that is reserved only for enrolled students. If you file a leave of absence, you may continue to access university libraries, but only with the consent of the [Registrar](#) and [Library](#) in cases where you might be working on an incomplete (INC) for a course. However, access to the library terminates if you withdraw or abandon your studies.

You must vacate university [housing](#) immediately if you file a withdrawal or a leave of absence.

Section 2

Filing a Leave of Absence Prior to the Start of the Semester

Meet with your academic advisor

See Page 4 called “Can I take a Leave of Absence if I am a first semester student?” if you are a first semester freshman or transfer student entering your first semester at La Verne. Otherwise you would be considered a continuing student and should meet with your academic [advisor](#) to discuss the reason for a leave of absence. Discuss your academics, specifically focusing on your current standing, what courses you have to complete after returning, and when you intend to return to resume your studies.

International Students

Meet with the International Advisor in the Office of International Student Services ([OISS](#)), to determine how your Leave of Absence will impact your F-1 student visa. U.S. Immigration and Customs Enforcement requires that all persons with student visas to be enrolled in at least 12 semester hours (or full-time status). Thus, a leave of absence for reasons other than medical should be seriously considered given its potential implication on your F-1 status. If you file a leave of absence for any reason other than medical, you will be required to return to your country of origin until you are ready to return to school to resume your studies.

Visit the University Registrar

Drop all your courses with the University [Registrar](#). You may drop courses in person or via [MyLaVerne](#) (but only within the normal time frame to drop/withdraw based on the academic [calendar](#)). You may not file a leave of absence past the last day to withdraw without an approved [appeal](#) by the Undergraduate Appeals Committee. If you must leave the university after the last day to withdraw, we encourage you to negotiate marks of Incomplete (INC) with each of your instructors. You will receive an F, negatively impacting your grade point average (GPA), and academic standing if you abandon your courses. Specific definitions and guidelines for incompletes and academic standing are published in the [catalog](#).

Contact the Academic Advising [Office](#) if you need assistance dropping courses. It is your responsibility to officially notify the University if you plan to withdraw or file a leave of absence. Failure to attend classes or inform your instructors does not constitute official withdrawal from courses. Review Section 4 of this handbook to determine how financial aid will be impacted by your decision to withdraw from, or drop courses as a condition of filing a leave of absence. If you have pending incomplete (INC) grades and are not able to complete them, then you must file an [appeal](#) for extension with the Undergraduate Appeals Committee. Failure to obtain an extension on incompletes may result in their expirations, which count as “Fs” and will calculate into your grade point average (GPA), impacting your academic standing.

Housing

Contact [Housing](#) & Residential Life if you are an on-campus resident to provide an update on your enrollment status. You will be required to complete the Housing License Agreement Release Form and complete check out protocols. Refunds on room and board will be prorated accordingly as outlined on the Housing License Agreement. Refund credits, if any, will be applied to your student accounts within 10 business days from receipt of your Housing License Agreement Release Form. More information is available [online](#). You must vacate university housing immediately if you file a withdrawal or a leave of absence.

Financial Aid & Student Accounts (& Parking)

See Section 4 of this handbook for information about financial aid.

Visit Student [Accounts](#) to inform them that you are no longer enrolled in classes. Tuition credit is determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses by the published [deadlines](#). Approved refunds are processed within 14 days that a credit is reflected in your account. Checks are mailed to your mailing address. See the Tuition Refund/Credit Policy Section of your [Catalog](#) for detailed explanations of refunds that are based on enrollment periods. Return the parking permit and clear any parking fines.

Financial holds on your record will be placed if you fail to clear your account of any outstanding balances. Any holds on your record will prevent you from registering in future semesters, delaying your return to campus after the leave of absence has expired. Outstanding accounts will also forbid you from ordering and purchasing transcripts or receiving your diploma.

Student Health Insurance

Contact Student Accounts that you have dropped courses and have filed a leave of absence. Health insurance refunds will be determined by Student Accounts based on their policies regarding refunds.

University Library

Return all [library](#) books and clear any outstanding fines. Failure to do so will result in holds on your account preventing you from enrolling in future semesters, including denial of transcripts or diploma until books are returned or outstanding fines are paid.

Update your Postal Address and E-mail Forwarding

Update your addresses and telephone numbers in [MyLaVerne](#) or in person with the Office of the [Registrar](#) to ensure you receive important correspondence from the university. If you anticipate not using your @Laverne.edu e-mail (leave of absence status secures your active student status, including limited access to your email and MyLaVerne accounts), we recommend that you activate the e-mail forward rules within your student account to ensure receiving important e-mails from the university.

Section 3

Filing a Leave of Absence During the Semester

Meet with your academic advisor

This section impacts you if you decide to withdraw from the university after the first week of the semester. Understand that withdrawing from the university during the semester will result in a mark of “W” on your transcript. Meet with your advisor to discuss the reason(s) for taking a leave of absence. Review how your withdrawal of courses will impact your academic standing and pending degree requirements.

Please know that you will receive marks of “W” for all the courses you withdraw from depending on the timing of your withdrawal. You may not take a leave of absence and also be concurrently enrolled in any courses at La Verne. If you feel compelled to withdraw from specific courses, but stay enrolled in others, you may do so throughout the withdrawal period but you may not file a leave of absence for the same semester.

International Students

Meet with the International Advisor in the Office of International Student Services ([OISS](#)), to determine how your Leave of Absence will impact your F-1 student visa. U.S. Immigration and Customs Enforcement requires that all persons with student visas to be enrolled in at least 12 semester hours (or full-time status). Thus, a leave of absence for reasons other than medical should be seriously considered given its potential implication on your F-1 status. If you file a leave of absence for any reason other than medical, you will be required to return to your country of origin until you are ready to return to school.

Visit the Registrar

The date you officially drop courses after the semester starts will determine whether the action constitutes an official “drop” (which does not show up on your transcript) or withdrawal (which results in a mark of “W” on your transcript). Review the Registrar’s academic [calendar](#) to determine the dates for dropping or withdrawing from courses. You may drop courses in person or via [MyLaVerne](#) (but only within the normal time frame to drop/withdraw, see the academic calendar). You may not file a leave of absence past the last day to withdraw without an approved appeal by the Undergraduate Appeals Committee. It is your responsibility to officially notify the University if you plan to drop or withdraw or file a leave of absence. Failure to attend classes or informing the instructor does not constitute official withdrawal from a course. If you have pending incomplete grades and are not able to complete them, then you must file an [appeal](#) for an extension with the Undergraduate Appeals Committee. Failure to obtain an extension by appeal on incompletes may result in their expirations, which count as “Fs” and negatively impact your grade point average (GPA), and academic standing.

Housing

Contact [Housing](#) & Residential Life if you are an on-campus resident to provide an update on your enrollment status. You will be required to complete the Housing License Agreement Release Form and complete check out protocols. Refunds on room and board will be prorated accordingly as outlined on the Housing License Agreement. Refund credits, if any, will be applied to your student accounts within 10 business days from receipt of your Housing License Agreement Release Form. More information is available [online](#). You must vacate university housing immediately if you file a withdrawal or a leave of absence.

Financial Aid & Student Accounts

See Section 4 of this handbook for information about financial aid.

Visit Student [Accounts](#) to inform them that you are no longer enrolled in classes. Return the parking permit and clear any outstanding parking fines.

The withdrawal deadline is determined by the [Registrar](#). Tuition refunds are determined by the academic [calendar](#) and will be granted based on the date you officially drop or withdraw from courses before the deadline. Approved refunds are processed within 14 business days and will show as credit in your account. Checks are sent to your mailing address (so make sure your address is current). See the Tuition Refund/Credit Policy Section of your [Catalog](#) for detailed explanations of refunds that are based on academic calendars.

Student Health Insurance

Contact Student Accounts that you have dropped courses and have filed a leave of absence. Health insurance refunds will be determined by Student Accounts based on their policies regarding refunds.

University Library

Return all [library](#) books and clear any outstanding fines. Failure to do so will result in holds on your account preventing you from enrolling in future semesters, including denial of transcripts or diploma until books are returned or outstanding fines are paid.

Update your Postal Address and E-mail Forwarding

Update your addresses and telephone numbers in [MyLaVerne](#) or in person with the Office of the [Registrar](#) to ensure you receive important correspondence from the university. If you anticipate not using your @Laverne.edu e-mail (leave of absence status secures your active student status, including limited access to your email and MyLaVerne accounts), we recommend that you activate the e-mail forward rules within your student account to ensure receiving important e-mails from the university.

Section 4

Financial Aid and Student Accounts

Financial Aid

Withdrawals

A student receiving Federal Pell Grants, Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loans, Federal Stafford Loans, Federal Parent PLUS Loans, and/or Federal Supplemental Educational Opportunity Grants (SEOG) who withdraws from La Verne is subject to the Return of Federal Funds provision included in the regulations governing the administration of Federal Student Aid Funds. Any amount established by the Return to Federal Funds provision will be returned to the Federal programs: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal Parent PLUS Loan, Federal Pell Grant and other Title IV funds.

Student Loans

Notify your current student loan lender(s) of your leave of absence or withdrawal. Ask each lender how your leave of absence or withdrawal will affect your grace period and repayment. If you are not already in repayment, expect to enter repayment immediately or after the expiration of the grace period, depending on the loan. If you begin to receive loan billing statements, do not ignore them. Call the lender to inquire about deferment and forbearance possibilities. Keep copies of all correspondence you send to your lenders. Keep a record of all telephone conversations you have with your lenders. Once you re-enroll at least half time, contact your lender to inform them that you have re-enrolled in school. You may be eligible for an in-school deferment for certain types of educational loans as long as you are enrolled in college.

Federal Stafford Loan, Federal Parent PLUS Loan: Notify your lender or current loan servicer to determine how a leave of absence or withdrawal impacts your loan obligations. If you are not sure who your lender is, this information can be found [online](#).

Federal Perkins Loan and ULV Loans: If you have received a Federal Perkins Loan and or a ULV Loan please call (909) 448-4066 for information on how a leave of absence or withdrawal impacts your loan obligations.

Private loan programs: Notify your lender to determine how a leave of absence or withdrawal may impact your loan obligations.

You may be required to complete exit loan counseling by the Office of [Financial Aid](#).

Work-Study/Student Employment

If you are a student employee working under Federal Work Study or are employed through a Student Employment position, you must notify Human [Resources](#) and your employer of your leave of absence. You must immediately stop working as you must be a registered student to continue employment at La Verne.

Cal Grants

If you are a Cal Grant recipient, you must notify the Cal Grant Program of your withdrawal or leave of absence; you can apply for a Cal Grant Leave of Absence by logging on to Webgrants for Students [online](#). You can also call the Cal Grant Program at (916) 526-7590.

Returning in the Spring Semester

If your leave of absence occurs during the fall semester and you plan to return in the spring of the same academic year, you should complete the financial aid application so your financial aid eligibility can be determined for the spring semester. This includes responding to requests for additional information. La Verne academic scholarship award requirements are available through the Office of Undergraduate [Admission](#). Other institutional awards will be based on your demonstrated financial need as determined by the Free Application for Federal Student Aid ([FAFSA](#)) when you return. If you have already been awarded financial aid for the academic year, please contact the Office of [Financial Aid](#) so they can revise your financial aid award. You should call the Office of Financial Aid at least six weeks prior to the beginning of the semester to ensure that you've done everything you need to do to receive your funds. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog.

Returning in a Future Academic Year

If you will not be returning to La Verne until a future academic year (fall or spring), plan ahead for your return. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog. You must also continue to satisfy all financial aid general eligibility requirements; for example, you must not default on any student loan while you are on your leave of absence. Contact the Office of Financial Aid at 1-800-649-0160 if you have questions about returning.

Outside Scholarships

If you are a recipient of any non-La Verne outside scholarships, notify the awarding agency in writing about your leave of absence or withdrawal. Include the reason for your leave of absence or withdrawal, and your anticipated date of return or to update them of your new college or university. Be sure to notify the awarding agency before you return to La Verne or if you intend to transfer to another college if they agree to reinstate your scholarship.

Student Accounts

Visit the Office of Student Accounts to inform them that you are no longer enrolled in classes. Tuition credit is determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses by the published deadlines. Approved refunds will be processed within 14 days that a credit is reflected in your account. Checks are mailed to your mailing address. Please see the Tuition Refund/Credit Policy section of your [catalog](#) for detailed explanations of refunds that are based on the [Registrar's](#) academic calendars.

Delinquent Payment of Tuition

The University of La Verne reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on the transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester may become interest bearing at the rate of 10% per annum. Interest on the outstanding balance may be computed and added monthly to the amount due.

If it becomes necessary for the University to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional fee up to 35% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

Section 5

Residency and Transfer Policies

General Statement

A leave of absence is meant to facilitate a student's departure from the University for a period of time in order to address and resolve personal, medical, or financial hardships, or to meet military obligations. Your decision to file a leave of absence does not absolve you from following the University's residency and transfer policies.

Residency (Traditional Undergraduates)

Residency pertains to the minimum number of units a student must complete at the University of La Verne to earn a degree. Students who matriculated prior to fall 2011 must complete a minimum of 32 semester hours at La Verne. Student who matriculated in fall 2011 or 2012 must earn a minimum of 40 semester hours. Students who matriculated in fall 2013 or later must earn a minimum of 44 semester hours. All students who matriculated in fall 2011 and later must also earn 16 of the last 32 units of the senior year in residence. All students must earn at least 44 semester hours at the upper division level, including a minimum of 24 semester hours must be earned within the major and 5 semester hours in general education. At least 16 semester hours at the upper-division and 5 in general education must be taken at La Verne.

Specific policies and minimums are published different [catalogs](#); determine the semester you first matriculated at La Verne, that year's catalog is your catalog of record. Consult with the [Office](#) of Academic Advising or your academic [advisor](#) if you do not know which catalog you are following.

Transfer Policies

You may register in courses at other institutions with the intent to transfer the units to La Verne while you are on a leave of absence. However, your enrollment should be preapproved by the [Registrar](#) or your academic advisor if the course will count for major/minor or general education credit and the University Registrar. Preapproval forms ("Official Acceptance of Transfer Credit") can be accessed from the Registrar's [website](#). The Registrar cannot guarantee the transferability of courses that have not been pre-approved even if the courses come from institutions that have a history of transferring courses to La Verne.

Articulation Agreements

The University Registrar has articulation [agreements](#) with local community colleges. These articulation agreements facilitate a student's transfer of units to La Verne. See the Transfer Policies section above.

Section 6

Returning to La Verne

Let us know

Contact the [Advising](#) Office about your expected return date. Remember that University policy limits your leave of absence to one academic year (two consecutive semesters), except in cases of documented military service which have no time limit to return. If you fail to return at the conclusion of your leave of absence, you will be considered withdrawn, which will require you to [reapply](#) for admission.

Contact Financial Aid

Returning in the Spring Semester

If your leave of absence occurs during the fall semester and you plan to return in the spring of the same academic year, you should complete the financial aid application so your financial aid eligibility can be determined for the spring semester. This includes responding to requests for additional information. If you have already been awarded financial aid for the academic year, please contact the Office of [Financial Aid](#) so they can revise your financial aid award. You should call the office at least six weeks prior to the beginning of the semester to ensure that you've done everything you need to do to receive your funds.

Returning in a Future Academic Year

If you will not be returning to La Verne until a future academic year (fall or spring), plan ahead for your return. You must meet all financial aid deadlines for the academic year of your expected return. Financial Aid deadlines are posted in the Universities catalog. You must also continue to satisfy all financial aid general eligibility requirements; for example, you must not default on any student loans while you are on your leave of absence. Contact the office at 1-800-649-0160 if you have questions about financial aid and returning after a leave of absence.

Transfer Units to the Registrar

If you enrolled at another institution while you were on a leave of absence, and received preapprovals from the University Registrar, make sure that you have delivered or made arrangements for delivery of official transcripts from the transferring institution to the University [Registrar](#). If you intend to hand-deliver official transcripts (in a sealed envelope) then the date of the transcripts should not exceed 10 business days from the date of issue. You are strongly encouraged to check with the Registrar's articulation agreements (available [online](#)), including a consultation with the Registrar's Transfer [Center](#) and your advisor prior to enrolling in courses that you might consider for transfer. The Registrar will review the transfer course work and determine the applicability of course work for elective or general education credit, or no credit at all based on the pre-approval that is on file. Your major or minor advisor must file a substitution form to the Registrar if a course in transfer is going to earn major or minor credit, respectively. Credit for transfer courses that were taken without prior approval must be submitted by [appeal](#) to the Undergraduate Academic Appeals Committee.

Meet with your academic advisor

Meet with your academic [advisor](#) prior to your return date to discuss course and registration options. Make sure you discuss how any transfer units may have been articulated on your [CAPP](#) report and to review outstanding requirements to earn the degree. Your academic advisor will assign you a registration AAC (Advisor Approval Code) that will allow you to register through [MyLaVerne](#).

Register for Courses

You may register for courses in person at the Registrar's Office or online in MyLaVerne. You will need the AAC that your academic advisor gave you in order to complete your registration.

Pay your Bill

Upon enrolling for classes, you agree to pay your tuition and fees or make payment arrangements immediately upon receipt of a fee bill.

Housing

Contact the [Housing](#) Office to inform them of your return date if you plan to reside on-campus. You may need to resubmit necessary forms to reapply for campus housing.

Section 7

Offices to Contact

Academic Advising

Woody Hall
(909) 448-4510
Fax: (909) 392-2703
advising@laverne.edu

Financial Aid

Woody Hall
(800) 649-0160
Fax: (909) 392-2751
finaid@laverne.edu

Housing

2150 First Street
(909) 448-4052
Fax: (909) 392-2729
housing@laverne.edu

Office of International Student Services (OISS)

Campus Center, 1st Floor East Wing
(909) 448-4331
oiss@laverne.edu

Library

2040 Third Street
(909) 448-4301
vtripuraneni@laverne.edu

Registrar

Woody Hall
(909) 448-4000
Fax: (909) 392-2703
reg@laverne.edu

Student Accounts

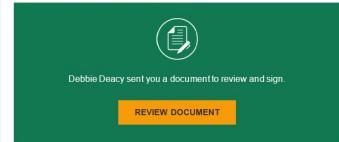
Woody Hall
(909) 448-4060
Fax: (909) 392-2796
stuaccts@laverne.edu

Intent to File a Leave of Absence or Withdrawal

DocuSign

We adopted DocuSign to streamline the process of collecting signatures from academic advisors and the Woody Hall Offices. You will need to have an active email to use DocuSign. The Office of Academic Advising will initiate the process by accepting your notification (intent) to file a leave of absence or withdrawal.

University of
La Verne



Intent to File a Leave of Absence or Withdrawal

The Office of Academic Advising will initiate the process by accepting your notification (intent) to file a leave of absence or withdrawal.

To initiate the process, select one of the following options:

- 1) Email us at advising@laverne.edu, or
- 2) Call us at (909) 448-4510, or
- 3) Visit us in Woody Hall.

Staff will initiate the process and email a DocuSign-generated email. When you receive the DosuSign email, following the “Student Instructions” and complete the following:

Top portion with your personal information.

Section 1 - Leave Details.

Section 3 - Student Certification.

Your signature in Section 3 initiates the process of collecting all the “Section 2 – Clearances”. You will get an emailed copy of the completed form once all the clearances have been collected. Advising Staff will record the LOA or withdrawal on the student record.



Academic Support and Retention Services
University of La Verne
La Verne, CA 91750
(909) 593-3511, Ext. 4245
ccervantes@laverne.edu
www.laverne.edu