

Course/University Withdrawals & Leaves of Absence For Online Students

In order to proceed with a withdrawal or leave of absence, you will need to email either Paula Boesch or Valerie Garcia to notify them of your intentions. They will provide you with a copy of the appropriate form, which you will need to complete and return to them.

Single Course Withdrawal:

Send an email notification with information regarding the course you are withdrawing from. You will receive the **Single Course Withdrawal Form**.

Leave of Absence:

You will need to complete a **Leave of Absence Form**. Make sure that your email is clear that you are requesting a leave of absence, **not** withdrawing from the university.

University Withdrawal:

If you are withdrawing from the university, email your request and you will receive a copy of the **University Withdrawal Form** instead of the Single Course Withdrawal Form.

Contact Information	
<p>Paula Boesch Program Assistant paboesch@loyno.edu 504-865-3202</p>	<p>Valerie Garcia Office Manager vgarcia@loyno.edu 504-865-3250</p>