

# WITHDRAWING FROM SCHOOL

## LEAVE OF ABSENCE

Students who wish to take a leave of absence from LCAD should complete a Leave of Absence Form, available on [my.lcad.edu](https://my.lcad.edu). Students can take a Leave of Absence for up to two years. After being gone from LCAD for more than two years, the student would need to reapply for admission through the Office of Admissions.

## WITHDRAWAL FROM COLLEGE

Students not intending to return to LCAD should complete the Leave of Absence or Permanent Withdraw form located online at <https://my.lcad.edu/registrar-office/forms/>. If a student wishes to rescind their withdraw or leave of absence from LCAD, please contact the Registrar at [registrar@lcad.edu](mailto:registrar@lcad.edu) to formally notify LCAD of your intent to return. The Registrar will assist the student with registration and notify the Office of Financial Aid and the Bursar, accordingly.

## WITHDRAWAL FROM INDIVIDUAL COURSE(S)

Students who wish to withdraw from one or more courses in a semester should complete the Course Withdrawal Form on [my.lcad.edu](https://my.lcad.edu). Course withdrawals are only permitted during the withdrawal period, which is up to the 60% mark of the semester (typically in the 9th week). Please note that withdrawing from a course may impact your anticipated graduation date, your tuition balance, and your financial aid package.

## REENTRY/READMISSION AFTER A WITHDRAWAL

If a student in good academic standing withdraws from LCAD and then returns within two years, then he or she can resume studies by contacting the Registrar at [registrar@lcad.edu](mailto:registrar@lcad.edu). If a student attempts to return after two years, then he or she will need to reapply for admission through the Office of Admissions. Every effort will be made to readmit students who left in good standing; however, readmission is not automatic. A completed application with a non-refundable application fee must be filed with the Office of Admissions. Transcripts for work taken at other institutions must be submitted as part of the application. A portfolio review is required.