

Completing a Leave of Absence Request

Point Park University



1. Log in to PointWeb.

Log into your PointWeb account at <https://pointweb.pointpark.edu>. You can access it either from your computer browser or mobile phone.

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Welcome to PointWeb

Announcements



2a. Click on Forms (Computer Browser Location).

On a computer browser, you will find Forms on the orange menu bar at the top of your screen. See the next slide for mobile phone access instructions.



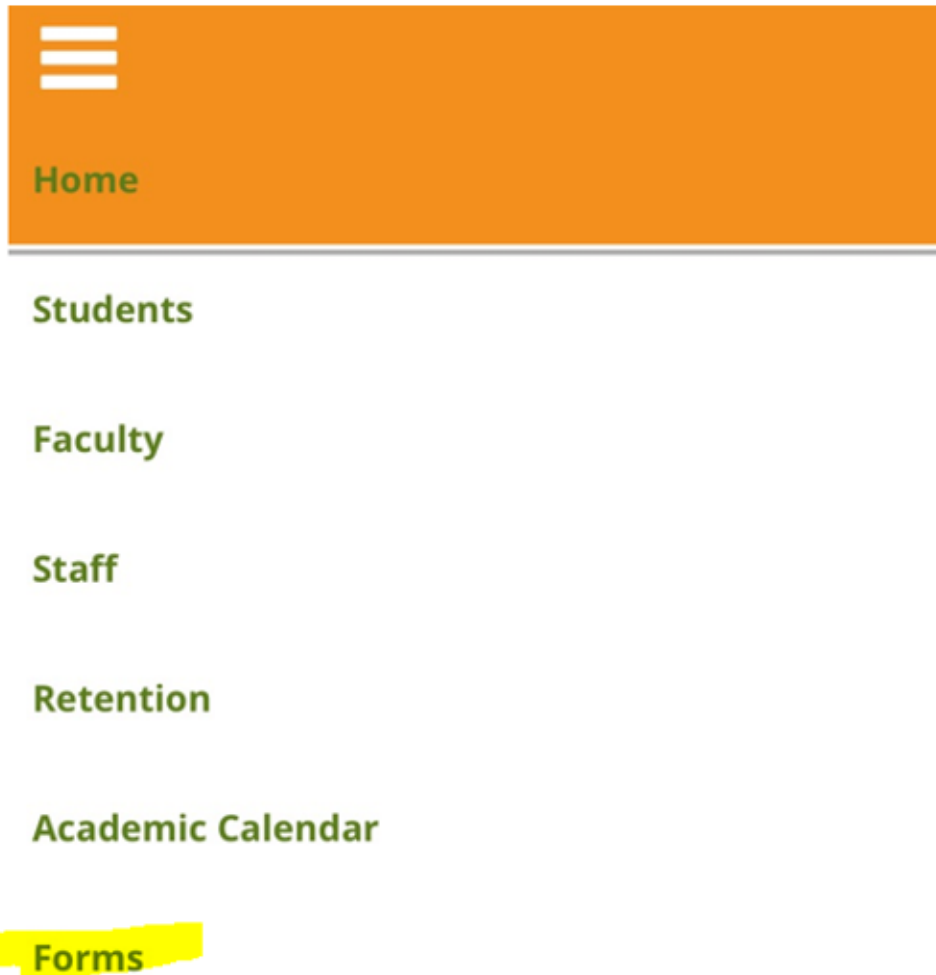
Welcome to PointWeb

Announcements



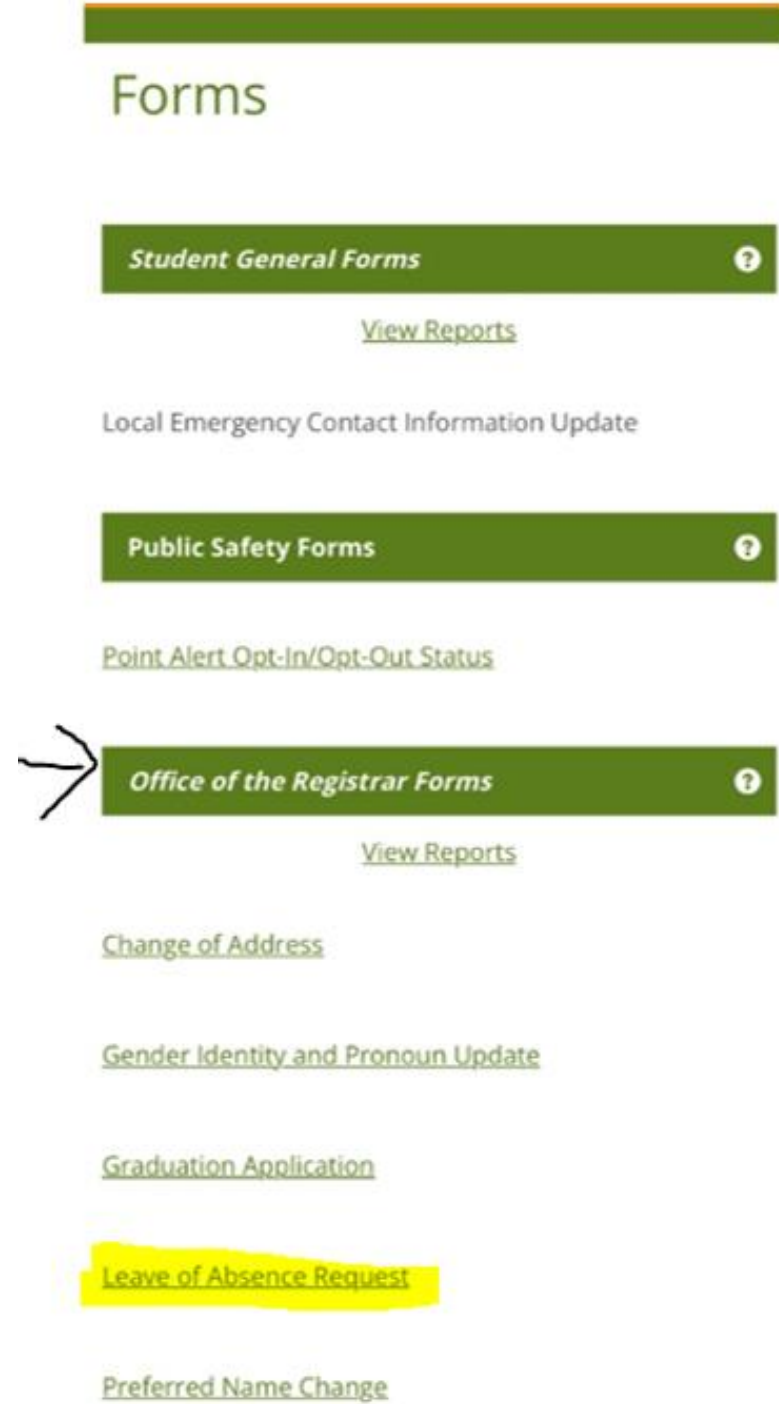
2b. Click on Forms (Mobile Phone Location).

On a mobile phone, click on the menu icon in the top left corner of your screen. Click Forms on the menu that opens.



3. Click Leave of Absence Request.

Once the Forms page loads, locate the block on the screen that is labeled “Office of the Registrar Forms.” You will find the Leave of Absence Request form within this block.



* Required

Leave of Absence Request

POINT PARK UNIVERSITY

LEAVE OF ABSENCE REQUEST

A student must fill out a Leave of Absence form if the student is a) on-ground and will miss one semester or b) online and will miss two consecutive eight-week sessions.

Once a leave of absence form is submitted AND approved, the student is granted leave and is eligible to return to the University within one-year from the date the form was officially processed. If the student returns within the year timeframe, the student will maintain the same degree requirements from the student's last term of attendance at the University. Any University awarded financial aid will be maintained. There is no guarantee about State or Federal financial aid. Please see the Office of Financial Aid for information



student extends a leave of absence
and one-year, the student will be
required to apply for readmission to the
university and will be assigned the current

4. Read the Information at the top of the form.

The top of the form includes important information about the leave of absence policy.

5. Select Student Type.

If you attend classes on campus, select On-Ground from the Student Type dropdown menu.

If you are a fully online student, select Fully Online from the Student Type dropdown menu.

ID# *
123456

Name: *
Bison Pioneer

Non PPU Email:

PPU Email: *
bison.pioneer@pointpark.edu

Major: *

Student Type: *

Advisor Name: *

This form will be sent to the chosen advisor for approval

6. Select your UAC Advisor.

This dropdown menu includes all advisors assigned to you.

Select your University Advising Center (UAC) Advisor from this list.

If you are unsure of who your assigned UAC advisor is, contact registrar@pointpark.edu.

ID# *
123456

Name: *
Bison Pioneer

Non PPU Email:

PPU Email: *
bison.pioneer@pointpark.edu

Major: *

Student Type: *

Advisor Name: *

This form will be sent to the chosen advisor for approval

7. Enter your last term in attendance.

Select the semester (Fall, Spring, or Summer) and year that you last attended Point Park prior to your requested leave of absence.

If you are requesting the leave of absence for the next semester and are currently attending classes, this will be the current semester.

Last Term in Attendance:

Semester: *

Year: *

Anticipated Date of Return:

Semester: *

Year: *

Reason for Leave:

Select One: *

8. Enter your anticipated date of return.

Enter the semester (Fall, Spring, or Summer) and year that you intend to return from your leave of absence.

Leave of absence requests have a maximum limit of one year from the last term in attendance.

If your return date is more than one year after your last term in attendance, you will need to apply for readmission to the university when you wish to return.

Last Term in Attendance:

Semester: *

Year: *

Anticipated Date of Return:

Semester: *

Year: *

Reason for Leave:

Select One: *

9. Enter your reason for leave.

Select your reason for requesting the leave of absence from the “Select One” dropdown menu.

If you do not see your reason listed, select “Other.”

Last Term in Attendance:

Semester: *

Year: *

Anticipated Date of Return:

Semester: *

Year: *

Reason for Leave:

Select One: *

10. Read and acknowledge the Acknowledgement Statement and enter your name.

Read the Acknowledgement statement.

Click on the box next to “I acknowledge the following statement.”

Type your name in the “Student Name” text box to serve as your electronic signature.

The date will automatically populate.

Acknowledgement:

I acknowledge the following statement

I understand that by taking a leave it may result in my not graduating as originally planned, and may affect my State and Federal financial aid award. I understand that I am responsible for paying any and all outstanding balances on my account. *

Student Name: *

Date: *

8/6/2024 11:26 AM

Submit

11. Review and submit the form.

Review all of the information on the form.

Some information will automatically populate with the information currently in our system.

Once you are sure that the form is complete and accurate, click the submit button at the bottom.

Clicking the “Submit” button will send the form to your advisor and other required department representatives for approval.

Acknowledgement:

I acknowledge the following statement

I understand that by taking a leave it may result in my not graduating as originally planned, and may affect my State and Federal financial aid award. I understand that I am responsible for paying any and all outstanding balances on my account. *

Student Name: *

Date: *

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Submit