

COLLEGE LEAVE REQUEST EXPECTATIONS AND PROCEDURES

Visiting a college or university is a significant part of the college search process.

- **Senior and PG** cadets are permitted a total of **THREE (3)** excused academic absences for college visits during the academic year.
- **Junior** cadets are permitted a total of **TWO (2)** excused academic absences for college visits during the academic year.

The following visits are not approved for an academic excused leave request:

- Simply driving (or passing) through the campus
- A self-guided tour not coordinated with admissions
- Solely attending school for a sporting event or visiting a friend
- Essentially, anything not officially coordinated through the College Admission office.

Please note that College Leave Requests will not be approved on Term final exam days, Parade days, or other required events as determined by the Commandant Dept., Academic Dept., and office of FUMA President.

College Leave Request Step-by-Step Procedures

- 1) For the College Leave Request to be initiated, you must communicate with your cadet's designated college counselor at least a week in advance (no less than 72 hours) to request the scheduled visit. Any request placed under 48 hours will require the Academic Dean's position.
- 2) Please provide official documentation of the scheduled tour and visit confirmed by the college to your designated college counselor. **Failure to provide proof of official documentation will be considered an unexcused absence and follow the Attendee Policy/Parent Statement of Support.**
- 3) Once approved by the college counselor, please follow the steps below to complete the leave request in ORAH. **You must have approval from the College Counselor before submitting the ORAH College Leave Request.**
- 4) The College Placement Department only approves missed academic time. If the College Leave Request is placed during Cadet Life, the Commandant's Dept must approve the leave.

*****If a cadet will miss any school required activities (sports, cadet life activities/parades, academics, etc.) it is the responsibility of the cadet to obtain permission and any missed work/assignments from all appropriate adult/supervisor/coach/teacher/TAC officer/etc.*****

Creating College Leave Request in ORAH (step-by-step)

1. Create New Pass
2. Select "College Leave" for Location
3. Enter College/University name for Address
4. Choose who will signing out/picking up cadet for leave
5. Select Departure time
6. Select appropriate Departure transport (FUMA does not provide transportation for college visits. If you have any transportation questions, please reach out to Transportation@fuma.org.)
7. Select Return Time
8. Select appropriate return transport (FUMA does not provide transportation for college visits. If you have any transportation questions, please reach out to transportation@fuma.org.)
9. In the Notes section, please indicate that this a college leave, and add the name of the College Counselor to be added as an endorser.
 - a. Mrs. Hill endorses cadet last names A-K
 - b. Dr. Benson endorses cadet last names L-Z
 - c. Mrs. Patrick endorses PG Basketball and PG Lacrosse
10. Submit the Leave Request, which will be sent to the TAC officer.



Leave Request

Pass Summary ▾

Location

 College Visit

▾

Address

Host

Select a host...

▾

Scheduled Start Time

Thu 07 Nov, 10:21 am



Departure Transport



Select departure transport...

▾

 Location: College Visit

Scheduled End Time

Set end date and time



Return Transport



Select return transport...

▾

 Returns back to school

Checklist

Is this an unaccompanied minor request?

☐

Is this a Private Hire Request

☐

File attachment - Optional

[Attach File](#)

No file attachments

Note

Add the College Counselor's name here to be added as an endorser.