Undergraduate Leave of Absence

Undergraduate degree seeking students are eligible to register for one calendar year from the last term of enrollment. A leave of absence allows students who meet specific requirements to extend enrollment eligibility for a total of two years (six academic terms).

- Officially admitted undergraduate students who have registered for and completed university credit class(es) may request a leave of absence for an “official assignment” usually served with a nonprofit or governmental organization and normally without compensation, e.g. military duty, Peace Corps, VISTA, church service.
- Leaves will not be approved for medical, personal, or academic emergencies.
- International students on a F1 or J1 visa taking a vacation semester must obtain permission from the International Center prior to submitting this Leave of Absence. Leaves for international students will only be approved for one semester. Permission granted by:

Instructions:
1. Complete the Undergraduate Leave of Absence form.
2. Obtain an official letter of assignment from the nonprofit or governmental service organization.
3. Drop the class(es) for the semester that you are requesting a leave of absence.
4. Submit this form along with the required documentation in person or via US mail on or before the first day of the semester the leave of absence is requested.
5. Allow one week for the leave of absence to be reviewed and processed. You will be notified through your Umail account of the action taken.

Note: A student who chooses to drop his/her class(es) should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, residential living, etc., which may require evidence on the academic record of course completions and/or enrollments.

It is your responsibility to register for the semester following this leave of absence. If you need to extend this leave of absence, a new form including the new official letter of assignment must be submitted to our office. If you do not register for the term indicated below, you must readmit through the Admissions Office.

Student Name: ____________________________ Student ID #: ____________________________

I am requesting a leave of absence beginning: (circle one) Fall Spring Summer Year: _____________

I will return: (circle one) Fall Spring Summer Year: _____________

Reason for leave of absence: ____________________________________________

I understand that forms submitted without complete information or documentation will not be considered.

________________________________________ ____________________________
Student Signature Date

FOR REGISTRAR’S OFFICE USE ONLY

Approved ______ Denied ______ International Student: Yes / No Received International Center Permission:__________

Comments: ___________________________________________________________________________________________

Entered: __________ Photo Identification: __________ Documentation: __________ Verified: ____________

03/04/09