

Leave of Absence (Undergraduate)

Students who need to take time off from their studies, with the intention of returning, must submit this Leave of Absence form to the Registrar's Office and are strongly encouraged to meet with their faculty advisor to discuss plans for degree completion. The leave of absence will be effective upon receipt of the form, or as indicated by the student if completing the semester, whichever is later. Leave of absence requests are not retroactive and will not be accepted after the last day of the semester.

Students who take a leave of absence after the add/drop period, and prior to the end of the 12th week of the semester, will result in a grade of W (Withdrawal) on the transcript for each course in which the student is currently enrolled. Thereafter, students will receive grades as assigned by the instructors.

Students may take a leave of absence for up to two consecutive semesters (12 months) without the need to reapply for admission when they return. Students who fail to return within the approved 12-month time frame will be withdrawn from the University and be required to reapply for admission. Students on a leave of absence may register for the semester in which they are planning to return, but will not be considered enrolled at the University until they have returned to classes. Students who attend another institution while on leave must obtain [Transfer Credit Approval](#) in advance.

Students may take a leave of absence for 100% refund of tuition and fees, less any non-refundable fees, prior to the start of the term. Thereafter, students should consult the [Refund Policy](#) for the impact on charges due to course withdrawal while on a leave of absence. Financial Aid recipients should contact the [Office of Financial Aid & Scholarships](#), as a leave of absence may reduce financial aid awards, which could result in the student owing funds to the University and/or government. In addition, students are considered withdrawn while on a leave of absence and loans may enter repayment.

Under extenuating circumstances, or due to qualified military service leave, students may file an [Appeal](#) of the policies outlined above, within 30 days following the end of the last semester enrolled.

To be completed by the student:

Student ID: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Reason: _____

Anticipated Return Date: _____

Are you completing the current semester: Yes No

Student Signature: _____ Date: _____

Registrar's Office Use Only

Processed By: _____ Received Date: _____