

## LEAVE OF ABSENCE

### PERSONAL

Students who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Office of the Dean of Students. This leave is personal in nature and may be related to family, finance, health, work, or other circumstances interrupting your ability to proceed with academics.

To apply, the student must complete and submit the University Leave of Absence form to the dean of students for consideration. The dean of students will consult with other colleagues in order to determine if a leave of absence is to be granted. If the leave of absence is granted the student will be required to obtain all required signatures from the university offices named on the form and return the form to the dean of students who will then inform the Office of the Registrar. Leaves of absence are not granted retroactively and should be requested prior to the start of classes to the semester in which the leave will be taken. A student on leave is considered withdrawn from the University and must have permission from the dean of undergraduate studies to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis for up to two (2) semesters.

When a student is ready to return from a personal leave of absence, they need to contact the associate Dean of Students/designee by **Aug. 15 for the fall semester and by Jan. 5 for the spring semester** with their intention to return.

Once approved to return from a personal leave of absence, a notice will be sent to a variety of offices in order to re-activate the student; however, the student should also connect as needed, including, but not limited to the offices below:

- Business Office
- Registrar's Office
- Office of Financial Aid
- Health Services
- Disability Services
- Academic Advising
- Academic Center for Excellence
- Counseling Services
- Office of Residence Life
- Information Technology
- Graduate Studies