

IMPORTANT

Medical leave: Students seeking a medical leave of absence must contact University Health and Counseling Services (www.northeastern.edu/uhrs). Do NOT use this form for medical leaves.

International students: International students seeking a leave of absence must also complete ISSI Form 146 (www.northeastern.edu/issi/forms.html).

GENERAL LEAVE OF ABSENCE POLICY

Students who wish to take a leave of absence are encouraged to apply for the leave by filling out the proper petition with their college one month prior to the start of the effective semester. A leave of absence, if approved, will take into account the following conditions:

- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.
- Students must return to classes, not co-op.
- Students must be currently enrolled in academic courses or co-op. If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.
- Students who receive financial aid should meet with a financial aid counselor before going on a leave.
- Students in University housing should refer to the Office of Residential Life (www.northeastern.edu/reslife) for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.
- A leave of absence does not extend the amount of time allowed for degree completion or for clearing an incomplete grade.
- A leave of absence prohibits students from conducting research during the leave.
- Students requesting a leave of absence should be aware that more than six months on leave will cause student loans to go into repayment. Students should consult their financial aid counselors for more information on how their loans may be affected by a leave of absence.

Students returning from an approved leave of absence must submit a notification of intent to return to their college student services office no later than one month prior to the start of the semester in which they intend to return. Students are required to preregister for courses upon returning from a leave of absence.

Continued next page.

STUDENT INFORMATION

NUID _____ - _____ - _____ Date _____

Last name _____ First name _____

Department _____ Degree _____

Current address _____
Street _____ City _____ State _____ Postal Code _____ Country _____

Day telephone _____ - _____ - _____ E-mail _____@husky.neu.edu

LEAVE INFORMATION

Last date attended class _____ Effective term for leave _____ Return term _____

Type of leave (select one): General leave Emergency (nonmedical) leave—submit supporting documentation

Detailed explanation _____

SIGNATURES FOR EMERGENCY (NONMEDICAL) LEAVE ONLY

Student acknowledgement of policy/procedure: I have been advised by my college dean's office representative about and have understood the policy/procedure on nonmedical leaves of absence. I understand that Northeastern University will make a decision on my request in seven business days.

Student signature _____ Date _____

Committee resolution: Please check one of the following and certify with signature:

- There is an appropriate issue that warrants granting a nonmedical leave of absence.
- There is *insufficient evidence* to warrant granting a nonmedical leave of absence.

Signature of committee chair _____ Date _____

SIGNATURES FOR ALL LEAVES

Student signature _____ Date _____

Department signature (chair or advisor) _____ Date _____

Print name _____

ISSI signature (international students only) _____ Date _____

Print name _____

Graduate dean's office signature _____ Date _____

Print name _____