

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. The usual limit for a leave of absence is for one or one and a half academic semesters (a semester plus a half 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- Students who do not return at the end of the leave will be withdrawn and must submit a petition for subsequent readmission to the program.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 If a student is withdrawn for any reason, a request for a leave of absence cannot be considered until the withdrawal is resolved.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 for policy information.
- Students' enrollment status cannot include more than one academic year of consecutive nonclass enrollments.

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.

Petition to be completed by college Dean's Office representative/student

Date request initiated: _____

Student name (printed): _____

Student phone (local): _____

Student e-mail: _____

NUID: _____

Current program: _____

Undergraduate only—student is expected to re-enter with pattern: _____ in year (circle one): 1 2 3 4 5 6

Effective term: _____

Return term: _____

College Dean's Office representative signature: _____

Date: _____

Student signature: _____

Date: _____

Copies: Student College Financial Services Customer Service files