

General Leave of Absence Policy

Students in good academic and judicial standing 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. 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 the dean of undergraduate studies 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 no later than one month prior 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 A student on leave is considered withdrawn from the University and must have permission from the dean of undergraduate studies to be enrolled for credit elsewhere during the leave.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.

Return to Campus after Leave of Absence

Students who intend to return to their studies after a general leave of absence should submit a written request explaining their intent to register for the following term to the Office of the Dean of Students. For spring semester return, students should make their request by November 1. For fall semester returns, students should apply by August 1. Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with the dean of undergraduate studies.