

How do I take an official leave of absence or withdrawal?

Frequently Asked Question

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Answer

If a day student does not plan on taking classes in the fall or spring semester then the student must take a leave of absence. Students are allowed to take up to two semesters of leave. All day students that are interested in taking a leave of absence must visit Academic Advising in the Center for Academic Excellence (Berry Library, First Floor). Continuing and Professional Studies students ("evening students") are not required to take a leave of absence unless they are financial aid recipients. Graduate students must contact the School of Graduate Studies and complete the appropriate paperwork with them. After visiting Academic Advising or the School of Graduate Studies (for graduate students) and having their leave of absence approved, students must then file their Leave of Absence forms at the Student Navigation Center (Central Campus Classroom Building, 2nd Floor). CPS and graduate students who withdraw from all classes but do not fill out leave paperwork will be placed on an administrative leave of absence for the remainder of the semester.

If the student is taking a leave of absence in the middle of the semester they will receive all W's as long as the last day to withdraw has not passed. It is important for graduate students to remember that all withdrawals must be completed prior to the fourth class meeting of any particular graduate class. The last day for undergraduate withdrawals is posted on the academic calendar for the term and generally falls in November for the fall semester and April for the spring term. For specific dates, please consult the academic calendar.

Please note that the standard refund policy of the university applies to students taking a leave of absence. Leaves initiated after the end of the add/drop period for day students, and after the first class meeting for evening and graduate students will result in financial obligations to the university. In addition, financial aid guidelines require that state and federal aid be adjusted when students stop attending classes, which may result in a balance due to the university. Prior to taking a leave of absence, it is strongly recommended that students review their financial aid and bill so that they understand the ramifications of taking a leave. Students who do not reenroll within six months of taking a leave of absence may lose their Stafford loan grace period.

Day students who do not return from a leave of absence will be administratively withdrawn from the university. Students on a leave of absence will need to contact their faculty advisors at the normal advising time when planning to enroll in a future semester.

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