Leave of Absence Form Undergraduate Full Time Students

(Submit to Registrar's Office once completed)

To:	Dean		
	School of Arts and Sciences School of Education and Profession	nal Studies	
From:		Eastern ID #:	
	(Student's Name) Degree and Major:		
Check	one: Initial Leave of Absence Extension of My Leave o	f Absence	
	from throu (semester/year)	.igh	
	(semester/year)	(semester/year)	
activat I plan t Note, s contini	ion orders, received during the semeste o register for courses again in (s tudents planning to return for a fall sen ting student registration appointment.	ted for a semester already in progress. Military service r, will be reviewed for applicable approval. Semester/year) nester must notify the Registrar, in writing, by March 15 footnotes planning to return for a spring semester must not continuing student registration appointment.	
	tistical purposes only, please indicate th		
	MedicalStudy In Absentia (also indicateState-Side orStudy-Abroad)FinancialMilitary ServiceMilitary Service Activation (Requi		
	stand that at the end of this leave I mus on of leave to avoid being withdrawn fr	t register for classes in the next regular semester or file forom the University.	r an
Studen	t's Signature (Print and Sign):	Date:	_
Acadeı	nic Dean's Signature:	Date:	
For Mi	litary Activation Only Regarding RetroApprovedNot Approved	active Leave Request	
VA Ce		Date:	
For Re	gistrar's Office Use Only: Banner Updates Completed By:	Date:	
Cc:	Financial AidVP of Student HousingCard Services Bursar/Cashiers		

Policy on Back Form Revised: 06/2019

Leave of Absence Policy

(Undergraduate Full Time Students)

Leaves of absence are granted to full-time students who need to interrupt their studies. Leaves are routinely granted for one or two full semesters, but not less than one full semester, to students who intend to return to the University. A leave may not exceed six semesters.

Forms to file for a leave of absence be obtained from, and returned to, the Dean of the School in which the student is matriculated. Students must specify the semester in which they expect to return. A dismissal from the University supercedes a leave of absence.

A leave of absence is recorded on the student's official transcript.

Students on leave must contact the Registrar to receive an appointment for registration for the semester of their planned return. Failure to register for the approved returned semester will result in withdrawal from the University. A student wishing to return after the approved return date must apply for readmission.