



EASTERN CONNECTICUT STATE UNIVERSITY

REGISTRAR'S OFFICE • ALVIN B. WOOD SUPPORT SERVICES CENTER

83 Windham Street • Willimantic, CT 06226 • Office: (860) 465-5224 Fax: (860) 465-4382

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 Professional Studies

From: _____ Eastern ID #: _____
(Student Name)

Degree and Major: _____

Check one: ___ Initial Leave of Absence
 ___ Extension of Leave of Absence

from _____ through _____
(semester/year) (semester/year)

NOTE: under no circumstances are leaves granted for a semester already in progress. Military service activation orders, received during the semester, will be reviewed for applicable approval.

I plan to register for courses again in _____
(semester/year)

***Students planning to return for a Fall semester must notify the Registrar, in writing, by March 15 for a continuing student registration appointment. Students planning to return for a Spring semester must notify the Registrar, in writing, by October 15 for a continuing student registration appointment.*

For statistical purposes only, please indicate the reason for this leave:

- ___ Medical
- ___ Study In Absentia (also indicate ___ State-Side or ___ Study-Abroad)
- ___ Financial
- ___ Military Service
- ___ Military Service Activation (Requires VA Office Certification)
- ___ Personal
- ___ Other _____

By signing this form, you agree to follow the Leave of Absence Policy (See second page). You agree that you will register for classes in the following regular semester or file for an extension if you want to avoid being withdrawn from the University.

Student's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____

For Military Activation Only Regarding Retroactive Leave Request

- ___ Approved
- ___ Not Approved

VA Certification Official's Signature: _____ Date: _____

For Registrar's Office Use Only:

Banner Updates Completed By: _____ Date: _____

Cc: ___ Financial Aid ___ VP of Student Affairs Department Chair: _____
 ___ Housing ___ Card Services
 ___ Bursar/Cashiers Academic Advisor: _____

Leave of Absence Policy

(Undergraduate Full Time Students)

Leaves of Absence can be 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, for students who intend to return to the University. A leave may not exceed six semesters.

Forms to file for a Leave of Absence can 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 supersedes 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.