



Leave of Absence (LOA) Request Form

Complete this form if you intend to take a leave of absence from The School of Architecture. Read the policy located at the bottom of this form prior to completing it. **A leave of absence may jeopardize your financial aid status; contact The Director of Admissions for details.** Federal law mandates students on F1 or J1 Visa contact the Academic Coordinator **prior** to taking a leave of absence.

STUDENT INFORMATION:

Date:

Name:

Email:

Telephone #:

Current Preferred Address:

Major:

STUDENT SIGNATURE/CERTIFICATION:

I am formally requesting a Leave of Absence from The School of Architecture for the term noted below. I understand that if I am requesting this Leave of Absence after the first week of the term it will be processed for the next term and I will be liable for all or a portion of billed charges for the current term based on the School’s published refund policy. I also understand that I may lose all or part of my current financial aid package.

Signature:

Date:

LEAVE OF ABSENCE INFORMATION:

NOTE: Leaves of Absence are granted for one semester only

Leave Begin Date: ____/____/____

Leave Return Date: ____/____/____

Reason for Leave of Absence: Academic Financial Medical

Moving Schedule Conflict Visa Other

If other, please specify:

DEAN’S APPROVAL:

Comments/Requirements governing return, if any:

Dean Signature: _____

Date: _____

LEAVE OF ABSENCE (LOA) POLICY

The School of Architecture permits students to interrupt their studies when appropriate. If granted, a leave of absence allows a student to continue under the requirements in effect when he/she/they was initially admitted. A student who wants to interrupt their studies at the School for a temporary period may maintain degree status and ensure that his/her/their degree requirements will remain the same by taking a leave of absence for a maximum total of 180 days in any 12-month period. A degree candidate who is granted a leave of absence does not need to be readmitted to the School upon returning to their program of study. Students are not permitted to attend another college or university while on an official leave of absence.

A student must meet the following requirements to be eligible for a Leave of Absence: Be a degree-seeking graduate student. Be registered for the semester immediately prior to the beginning of the Leave of Absence. Be in good academic standing, not on probation, or on continuing probation with The School of Architecture. Have no holds (i.e. disciplinary or financial) which would restrict registration. Submit a formal written and signed Leave of Absence application form, which specifies the reason for the student's leave. The Leave of Absence Request Form must be submitted to The Director of Admissions prior to the start of the term for which the leave is requested. If a student has already enrolled for the semester for which a leave is being requested, they must drop all courses; if they do not, their courses will automatically be dropped upon approval of the Leave of Absence.

Leaves of Absence are granted for future terms only, and are not granted retroactively or in the middle of a term. In such exceptional cases where unforeseen circumstances occur after the start of a term, students are permitted to officially withdraw from the School and appeal any charges assessed to their accounts, or receive incomplete grades that can be made

up with the instructor(s). In all such cases where an official leave of absence is not granted, the School is required to perform a return of federal funds calculation for students receiving Title IV federal financial aid. A student is expected to return from an approved Leave of Absence within 180 days from the start date of the approved leave. When a student fails to return from a Leave of Absence, the student's withdrawal date will be reported to the National Student Clearinghouse and NSLDS as the date the student began the Leave of Absence. Upon returning from a Leave of Absence, the student may register for classes accordingly. No financial aid or additional fees will be assessed during the Leave of Absence period.

International students should know that ICE regulations may prohibit those who have been granted such a leave from maintaining their visa status.

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