



UNDERGRADUATE Leave of Absence Form

Submission of the Leave of Absence form allows students to maintain their current degree requirements (catalog year).

Students do not need to complete the Leave of Absence form if they are participating in a George Mason University sponsored study abroad program or have received permission to study elsewhere.

Leave of Absence Policy and Eligibility Requirements

1. The maximum time allowed for a Leave of Absence is two years.
2. A new admission application will be required if a student is away for more than 2 academic years. Readmission requires a change in catalog year and could impact degree requirements. Readmission is not guaranteed.
3. Prior approval is required. Advisors approve one semester requests. Advisor and Dean approval is required if the leave of absence requested is for more than one semester.
4. An Application for Withdrawal, which requires Dean's approval, must accompany this form if it is submitted after the semester drop deadline.
5. Students are not permitted to study elsewhere while on a Leave of Absence.
6. A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
7. A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
8. Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.
9. The following criteria are also required.

A student must:

 - i. Be eligible to register for classes
 - ii. Be a degree-seeking undergraduate student
 - iii. Be registered during the semester immediately prior to the beginning of the Leave of Absence
 - iv. Have no holds (e.g., disciplinary, financial, etc.) which would restrict registration

Student's G# or Net ID: _____

Name: _____

Last	First	M.I.	Previous Name
------	-------	------	---------------

Permanent Address: _____

Street	Apt #
--------	-------

City	State	Zip Code
------	-------	----------

Phone Number

Mason Email Address

Alternate Email Address

UNDERGRADUATE Leave of Absence Form

Page 2

Last Name: _____

G#: _____

I wish to begin (or extend) my leave from George Mason University effective:

Date: _____ Fall Spring Summer _____
Year

Note: The entire Leave of Absence cannot exceed 2 years.

I plan to return to Mason in: Fall _____ Year Spring _____ Year Summer _____ Year

The reason is: Personal Financial Medical Military Other _____

Please explain briefly. Your comments will remain confidential: _____

Important Steps to take via Patriot Web

- Make sure your contact information is correct and up to date.
- Make sure you are not registered for any classes during your Leave of Absence.

Student Acknowledgement of Requirements:

I hereby apply for a temporary Leave of Absence from George Mason University for the duration indicated above. I understand that submission of a new admission application will be required if I am away for more than 2 academic years.

Student's Signature

Date

UNIVERSITY APPROVAL			
		Signature	Date
Academic Advisor (required)	Academic Advisor acknowledges discussion of Leave of Absence requirements.		
Housing Services Coordinator (if applicable)	Housing approval is required if applicable.		
International Programs & Services (if applicable)	F-1 and J-1 non-Immigrant students must comply with federal regulations, which require full-time registration during fall and spring. The signature of an advisor in the Office of International Programs & Services is required before your request for Leave of Absence is processed.		
Military Services (if applicable)	Military Services approval is required if applicable.		
Financial Aid (if applicable)	All students who receive Financial Aid must receive prior approval from the Office of Student Financial Aid.		
School or College Dean (required for more than one semester)	School or College Dean approval is required if the Leave of Absence requested is for more than one semester or this is a request for an extension.		