

Office of University Registrar
Foster Administration Building, Room 116
285 Old Westport Road
Dartmouth, MA 02747

Phone: 508.999.8615
Fax: 508.999.8633
Email: registrar@umassd.edu

Undergraduate Student Leave of Absence/Withdrawal Form

Student Last Name	Student First Name	Student ID

College & Major	Phone	Email Address

Current Semester/Year	Leave of Absence/Withdrawal Effective Date:
<input type="checkbox"/> Fall _____ Enter last date attended during semester: _____ OR	<input type="checkbox"/> Effective after final exams
<input type="checkbox"/> Winter _____ Enter last date attended during semester: _____ OR	<input type="checkbox"/> Effective after final exams
<input type="checkbox"/> Spring _____ Enter last date attended during semester: _____ OR	<input type="checkbox"/> Effective after final exams
<input type="checkbox"/> Summer _____ Enter last date attended during semester: _____ OR	<input type="checkbox"/> Effective after final exams

Leave of Absence/Withdrawal Type (must select only one of the following):

<input type="checkbox"/> Voluntary Withdrawal: Withdrawing with no plans to return to the University. Reason for leaving the University: <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Transfer to _____ College/University College Dean's Office Representative Name: _____ College Dean's Office Representative Signature: _____ Date: ____/____/____
<input type="checkbox"/> Standard Leave of Absence: Leaving for the semester or remainder of a semester and expect to return in one to four semesters. Requires approval from your College Dean's Office. Reason for leaving the University: <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Transfer to _____ College/University Expected semester/year of return: _____ College Dean's Office Representative Name: _____ College Dean's Office Representative Signature: _____ Date: ____/____/____
<input type="checkbox"/> Medical Leave of Absence: Leaving for the semester or remainder of a semester and expect to return in one to four semesters. Requires approval from a Counseling Center (emotional health reason) or Health Services (physical health reason) representative. Expected semester/year of return: _____ Counseling Center/Health Services Representative Name: _____ Counseling Center/Health Services Representative Signature: _____ Date: ____/____/____
<input type="checkbox"/> Military Leave of Absence: Leaving for active duty for the semester or remainder of a semester and expect to return in one to four semesters. Requires approval from Office of Student Affairs. Expected semester/year of return: _____ Student Affairs Representative Name: _____ Student Affairs Representative Signature: _____ Date: ____/____/____

By signing below, I acknowledge that I have read this form and am requesting a Leave of Absence or Withdrawal. I certify that the last date attended listed above is accurate, and I understand that it cannot later be changed. I understand that this request will not be processed until the Dean (Standard Leave of Absence or Withdrawal) or Counseling Center/Health Services (Medical Leave) or Student Affairs (Military Leave) representative has submitted it to the Registrar. I understand that I am responsible for reviewing my student account and I acknowledge that I am responsible for any balance due.

Student Signature: _____ **Date:** ____/____/____

**Completed forms with all required signatures must be submitted to
Office of University Registrar, Foster Administration Building, Room 116.**

Undergraduate Student Leave of Absence/Withdrawal Information

Procedure Overview: Undergraduates who wish to take a Leave of Absence or Withdraw from the University must complete and submit the Student Leave of Absence/Withdrawal Form to their College Dean's Office (if Standard Leave or Voluntary Withdrawal), Counseling Center/Health Services (if Medical Leave) or Student Affairs (if Military Leave). Completed forms with all required signatures must be to Office of University Registrar, Foster Administration Building, Room 116.

Conditions resulting from a Leave of Absence/Withdrawal:

- When a **Voluntary Withdrawal** occurs during a semester, the class grades are recorded as Ws on the transcript and count towards the maximum number of Ws allowed by the University and may impact financial aid, including Satisfactory Academic Progress calculations.
- When a **Standard Leave** occurs during a semester, the class grades are recorded as Ws on the transcript and count toward the maximum number of Ws allowed by the University and may impact financial aid, including Satisfactory Academic Progress calculations. Student is not required to apply for readmission to the University or to pay a readmission fee as long as student returns in one to four semesters. After four semesters, student is subject to the University's readmission procedures.
- When a **Medical Leave** occurs during a semester, the class grades are recorded as Ws on the transcript and do not apply toward the maximum number of Ws allowed by the University but may impact financial aid, including Satisfactory Academic Progress calculations. Student is not required to apply for readmission to the University or pay a readmission fee as long as student returns in one to four semesters. After four semesters, student is subject to the University's readmission procedures.
- When a **Military Leave** occurs during a semester, the class grades are recorded as Ws on the transcript and do not apply toward the maximum number of Ws allowed by the University but may impact financial aid, including Satisfactory Academic Progress calculations. Student is not required to apply for readmission to the University or to pay a readmission fee as long as student returns in one to four semesters. After four semesters, student is subject to the University's readmission procedures.

Impacts of a Leave of Absence/Voluntary Withdrawal:

- **Billing:** A full or partial refund may be possible depending on the student's last date of attendance and the University Refund Policy. The refund policy is available at www.umassd.edu/uec/billing/tuitionrefunds. In the event the date of the leave is after the refund eligibility date, all charges on the account remain due. Unpaid balances may be subject to collection activities.
- **Financial Aid:** Students who take a Leave of Absence/Withdrawal before 60% of the semester is completed will have their federal and state financial aid eligibility recalculated in direct proportion to the length of their enrollment. This recalculation could result in an outstanding balance. For information, visit www.umassd.edu/financialaid/maintainingaid/
- **Housing:** If living on campus, student must schedule an appointment with their Resident Director (or RA) to officially check out of the hall and turn in the room key. This will help avoid bills for keys, improper checkout, and room/hall damages. NOTE: All housing charges will remain until the student completes a proper residence hall checkout, which includes return of room key(s), removal of all personal property, and a signed Room Condition Report (RCR). There will be no refund of housing charges after the published "no refund" date in the housing agreement each semester.
- **International Students:** Must arrange to meet with the International Student and Scholar Center BEFORE requesting a Leave of Absence/Withdrawal. The Center will explain the impact on VISA status and the process required when returning.
- **Student Employment:** If currently working on campus, a student may NOT continue University employment.
- **Study Abroad Students:** Must contact the International Programs Office (IPO) before requesting a Leave of Absence/Withdrawal. The IPO will explain the steps needed to be taken, including with the provider/host institution.

Returning to the University:

- **Students who return after a period of withdrawal or dismissal** (in other words, those who did not maintain continuous registration or who left without an authorized leave of absence), will be subject to the catalog in effect when they are re-admitted. Requests to be subject to an earlier catalog will be reviewed by the dean of the student's college. Bursar clearance is required to ensure there is no student account balance due to the University prior to returning.
- **Leave of Absence:** Students on a Standard or Military Leave may return by sending an email to the Office of the University Registrar at least four weeks prior to the semester of return. Students on a Medical Leave must provide documentation from a therapist to the Counseling Center (emotional health) or a physician to Health Services (physical health) at least four weeks prior to the semester of return. The final approval for a Medical Leave return is determined by the director of Counseling Center or Health Services. Bursar clearance is required to ensure there is no student account balance due to the University prior to returning. Students on a Leave of Absence who exceed their stipulated time on leave will be considered to have withdrawn and are subject to the University's readmission procedures.
- **Voluntary Withdrawal:** Former students may request readmission to continue their undergraduate education after an absence of one or more semesters or after an absence for which they did not obtain approval. Readmission requests are submitted to Office of University Registrar, who forwards the request to the department chairperson of the student's major. A fee is charged to each applicant for readmission. Readmission is not automatic; some readmission requests are denied. Individuals are evaluated for prior academic progress and for availability of space in the major program of study and Bursar clearance is required to ensure there is no student account balance due to the University prior to returning.

Standard Leave/Withdrawal Contact Information		Medical Leave & Military Leave Contact Information	
College of Arts and Sciences	LARTS 397	Counseling Center (emotional health)	AUDITORIUM ANNEX 101
Charlton College of Business	CCB 112	Health Services (physical health)	HEALTH SERVICES TRAILER
College of Engineering	DION 326	Student Affairs (military leave)	CAMPUS CENTER 221
College of Nursing and Health Sciences	DION 202		
College of Visual & Perf Arts	CVPA 301		