

LEAVE OF ABSENCE REQUEST

Name _____ Date _____

SID# _____ Phone _____ Email _____@tulane.edu

Permanent Address: _____

Academic Advisor: _____ Semester/Year Requested Fall Spring 20_____

I am requesting a leave of absence for 1 2 semester(s) and expect to return in Fall Spring 20_____.

Type of leave requested:

Study Elsewhere (in U.S. or internship) Study Abroad Military Medical (petition required)

Other _____

Policies and Procedures:

Students who voluntarily leave any school of the university and return to that school within one calendar year will be allowed to continue study under the degree requirements in effect for them at the time they left. Any student returning to the university after more than one calendar year will be required to complete the degree requirements in effect at the time of readmission. Students taking a leave of absence who wish to receive registration materials and to preregister for classes during the priority period may formally file for a leave of absence for up to one year. Students who are allowed a one-year leave of absence are not required to complete a readmission application; however, they should submit a letter-of-intent to resume study at least eight weeks prior to the semester in which they wish to return. Students who leave a school without formal approval for a leave of absence must file an application for readmission with the Advising Center and will not receive registration materials until after the readmission has been processed. The deadline for applying for a leave of absence is the last day to register or to add courses in the semester after the last regular semester of a student's enrollment. Students who do not return to Tulane University for a particular term and do not request a leave of absence by the deadline for doing so are not eligible to return without applying for readmission.

- With most leaves, a registration hold is placed that must be lifted by Student Affairs (CMVSS).
- If receiving any financial aid, discuss implications of a leave with Financial Aid Counselor.
- Contact Housing and Residence Life regarding housing contract.
- Approval for leave is contingent on the student meeting continuation standards at the close of the semester before the leave begins.
- Medical leave requires a recommendation from the Health Center.

I have read and understand the policies and procedures described above.

Student's Signature _____ Date _____

Type of leave approved: _____

Dean's Signature _____

Date _____

Student record (SGASTDN) updated with leave type Financial Aid notified Copy of approved form given to student