

Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE

UNIVERSITY REGISTRAR'S OFFICE

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Email: thehub@andrew.cmu.edu
<http://www.cmu.edu/hub>

Complete this form to leave Carnegie Mellon with the intention of returning.
Read the policy on the reverse prior to completing the form.
Prior to taking a leave of absence, you are strongly advised to contact your advisor.
A leave of absence may jeopardize your financial aid status. Contact The HUB for details.
Federal law mandates that a non-resident alien (international) student contact the Office of International Education prior to taking a leave of absence.

LEAVE OF ABSENCE FORM

STUDENT INFORMATION

Student Name: _____ Student ID Number: _____
Last First MI

Expected Semester of Withdrawal (*circle one*): **Fall** **Spring** **Summer-1** **Summer-2** **Summer-All** **20** _____

Home College: _____ Department: _____ Class Status: _____

Permanent Address: _____

Telephone Number: _____

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave: _____
If more space is required, attach a separate page.

Student Signature: _____ Date: _____

If student is under 18 years of age, a parent's signature is required.

REQUIRED INFORMATION & SIGNATURES

Comments/Requirements Governing Return: _____
If more space is required, attach a separate page.

Date Student Began Leave Procedure: ____/____/____
Dean/Dept. Head Only - Required

W Grade(s) Assigned? Yes No

Department Head's Signature: _____ Date: _____
Required for All Students Print/Sign

Academic Dean's Signature: _____ Date: _____
Required for all undergraduate students Print/Sign

OFFICE USE ONLY

Semester _____ Units Dropped _____ New Enrollment Code _____ Adjusted Tuition _____ Initials/Date _____

Carnegie Mellon University Student Leave Policy

Policy Statement

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence should first contact their department advisor to discuss their plans while on leave and to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.

A Leave of Absence Form must be filled out by all students requesting a leave. Notifying instructors and no longer attending classes does not complete the process. Forms are available in the academic departments, deans' offices and The HUB. Not completing the leave form results in tuition being charged to the midpoint of the semester or the last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day a student turned in a class assignment.

A student may leave Carnegie Mellon by either withdrawing from the university (this means leaving the university with no intention to return) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention to return).

Students are required to fill out all information on the form, including all comment sections relating to reasons for the leave of absence. After completion of the form, students must take it to their home department and dean's office for appropriate signatures. The process of taking a leave will not be complete until all necessary signatures are on the leave form. Under certain circumstances, students may also need the dean of student affairs to sign off the leave form. Nonresident alien students must see the Office of International Education for information on possible visa implications prior to going on leave.

Students on leave are not permitted to live in university housing or attend classes or maintain employment as students at Carnegie Mellon while their leave is in effect.

Doctoral candidates under ABD status (All But Dissertation) who wish to take a leave of absence should refer to the ABD and In Absentia policy.

Leave during the academic semester will take effect as of the date the student began the leave procedure. After the Application for Leave Form is received by Enrollment Services, it will be reviewed for appropriate tuition refunds (see Enrollment Services: Tuition and Fees Adjustment Policy) and grade implications. Student recording of courses and grades for taking a leave in a semester follows the deadlines for semester or mini courses, as follows:

- On or before the university deadline to drop classes with W (withdrawal) grades: all courses or grades are removed.
- After the university deadline to drop classes but before the last day of classes: W (withdrawal) grades will be assigned to all classes. (W grades apply to all undergraduate students, and to graduate students only in the Mellon College of Science.)
- After the last day of classes: permanent grades assigned by the instructor will be recorded.

Contact

Questions concerning this policy or its intent should be directed to:
The HUB, x88186.

Non-immigrant visa documents (I-20 or DS-2019) will only be issued only for students admitted to Carnegie Mellon to pursue a specific educational objective such as a degree program or to participate in a formal exchange. Students who register as non-degree students at Carnegie Mellon are not eligible to receive visa documents including the I-20 and DS-2019 forms.

Return from Leave of Absence - Enrollment Checklist

Academic Department - A student returning from a Leave of Absence needs to contact their academic department for required signatures and other information as required by the Return from Leave form. The student's academic advisor should also be consulted during the return process.

If you are requesting transfer credit for courses taken at another school during your leave, you must submit an official transcript with your Return from Leave form, and obtain departmental approval in order to receive transfer credit.

Transfer Credits - If you have pursued coursework elsewhere, you must submit an official transcript to your department in order to determine the availability of transfer credit.

The HUB - Students taking a Leave of Absence or withdrawing must complete the Leave of Absence (or Withdrawal) form, and return the form to The HUB with all required information. Once this form is completed, Enrollment Services will adjust the student account and make necessary financial aid adjustments.

CampusXpress accounts are NOT closed automatically when a student take a leave of absence or withdraws. Students wishing to close their CampusXpress account should visit The HUB.

Students returning from a Leave of Absence must complete the Request to Return from Leave form, gather all required signatures, and submit the form to The HUB for processing.

Those students wishing to apply for financial aid should consult the information below.

The HUB-Enrollment Services
Phone: 412-268-8186
E-mail: thehub@andrew.cmu.edu
Website: www.cmu.edu/hub

Applying for Financial Assistance – Complete instructions for the financial aid application process are located on The HUB Website (http://www.cmu.edu/hub/fa/fa_apply.html). You will need to complete the following forms in order to apply: Financial Aid Application (current academic year), FAFSA or Renewal FAFSA (current academic year) and the Noncustodial Parent Information Form (if applicable). You will also be required to submit tax returns and W-2 forms for yourself and your parents and/or spouse, if applicable. If your tax returns are not filed in the U.S., you will need to provide tax information translated into U.S. Dollars on a U.S. Federal Income Tax Return. Please contact the Assistant Directors of Enrollment Services with any questions regarding the financial aid application process after reviewing the information on our website.

Carnegie Mellon Card – Students taking a Leave of Absence or withdrawing are required to remit their Carnegie Mellon Card to The HUB.

Returning students are eligible for a Carnegie Mellon Card once their enrollment is completed.

Your Carnegie Mellon Card is verification of your being a student when attending athletic events and other activities. It also serves as building access during evening hours, is used to access meal plans and CampusXpress and serves as your bus pass with a valid PAT sticker. Prior to returning to campus, ensure that you have your Carnegie Mellon Card, and be sure to pick-up your new PAT sticker during the announced distribution hours in the University Center during the first week of classes.

Computing Services Help Center - Students returning from a Leave of Absence should contact the Computing Services Help Center to restore their Andrew Account, including their UserID and Password (used to access computing facilities and on-line applications across campus).

Phone: 412-268-4357

E-mail: advisor@andrew.cmu.edu

Housing Services - Students returning from a Leave of Absence, who plan to return to campus housing, should contact the Housing Office in order to re-apply for the returning semester. Students may apply over the phone, or may complete the Housing Application located on the housing forms section of the Housing Website.

Phone: 412-268-2139

Website: www.housing.cmu.edu

Update Your Address Information – If you will be living in off-campus housing for the upcoming semester, or your permanent address has changed, it is imperative that you update your address information via Student Information On-Line. You will also need to indicate living off-campus when you complete your financial aid application for the upcoming academic year.

If you are returning from a Leave of Absence, the following additional information is provided to remind you of several important enrollment-related topics that may be of use upon your return to campus:

Pay Your Bill – All charges and credits incurred at the university are reflected on your individual account and invoice. This invoice includes tuition and fees, and may include housing, meal plan, sorority or fraternity charges, health insurance, CampusXpress, DineXtra and any miscellaneous charges incurred. Miscellaneous charges could include but are not limited to music lessons, library fines, parking fines, pharmacy fees or emergency loans.

The payment deadline for the fall semester is the second Friday prior to the start of classes. The spring deadline is the Monday prior to the start of classes.

Payment Options – Electronic Check Payment is available to students at Carnegie Mellon. This Electronic check payment process allows you to pay your current semester and future student

account balance via an automatic direct debit to your U.S. checking or savings account. We also accept checks, wire transfers, loan and scholarship proceeds.

If you are unable to pay your account in full, you may want to investigate the Carnegie Mellon Tuition Payment Plan, available through Tuition Management Services, TMS. Their website is www.afford.com. Please contact the Assistant Directors of Enrollment Services with any questions regarding payment or other student account issues.

CampusXpress - a prepaid, stored-value/debit account that is accessible via your Carnegie Mellon Card - is the convenient, cashless way to pay on and off campus. You'll use CampusXpress for textbooks, school supplies and laundry tokens. The area's most popular businesses accept CampusXpress. You can use it to pay for restaurants, delivery and more.

Important Dates - Please be sure to check the Carnegie Mellon Academic Calendar to make note of all upcoming semester holidays, breaks, etc. You should also be aware of the move-in dates for campus housing, and the begin date for semester meal plans.

Health Insurance - If you are a full-time, degree-seeking student, please review Carnegie Mellon's Student Health Insurance Policy (<http://www.studentaffairs.cmu.edu/HealthServices/insurance/medical/policy.cfm>). As defined in this policy, you must carry adequate medical insurance that meets certain requirements.

Each enrollment year, all full-time, degree-seeking students are charged for our lowest premium contracted medical insurance plan. If a student does not want to enroll in that plan, he or she must complete a waiver form to have the charge removed, or an enrollment form to choose one of CMU's higher premium contracted medical insurance plans.

For forms, and additional information about health insurance policies available, visit www.studentaffairs.cmu.edu/HealthServices/insurance/.

Parking – For information regarding parking on campus, see <http://bizservweb.pc.cc.cmu.edu/parking/>.

International Students - International returning students should see the OIE Website for any pertinent information. <http://www.studentaffairs.cmu.edu/oie/>.