

Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE

UNIVERSITY REGISTRAR'S OFFICE

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http://www.cmu.edu/hub

Read the policy on the reverse prior to completing this form. Complete and submit this form to your department or college **at least 30 days prior** to the start of the semester in which you plan to return. Your department or college must complete and return this form to the University Registrar's Office. Allow adequate processing time. Federal law mandates students on F1 or J1 Visa contact the Office of International Education **prior** to returning from a leave of absence.

Petition to Return from Leave of Absence

STUDENT INFORMATION

Student Andrew ID: _____ - OR - Student Card ID Number: _____

Student Name: _____
Last First MI

Permanent Address: _____ Current Address: _____

Telephone Number: _____ Current E-Mail Address: _____

Home College: _____ Department: _____ Class Level: _____

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

LEAVE OF ABSENCE INFORMATION

Requirements Governing Return:

If you require additional space, please attach a separate page.

REQUIRED INFORMATION AND SIGNATURES

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____
Print/Sign

Dept. Head's Signature: _____ Date: _____
Graduate Students Only Print/Sign

Associate Dean's Signature: _____ Date: _____
Print/Sign

Office of International Education: _____ Date: _____
Students on F1 or J1 Visa only. Print/Sign

URO USE ONLY

Semester _____ Current Enrollment Status _____ New Enrollment Status _____ 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.