

Complete this form if you intend to take a leave of absence from Carnegie Mellon. Read the policy on the following pages prior to completing this form. **Prior to leaving, you must contact your academic advisor. A leave of absence may jeopardize your financial aid status, contact The HUB for details.** Federal law mandates students on F1 or J1 Visa contact the Office of International Education **prior** to taking a leave of absence.

Leave of Absence

STUDENT INFORMATION

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

Student Name: _____
Last/Family First and/or Preferred MI

Permanent Address: _____ Current Address: _____

Telephone #: _____ Mobile Phone #: _____ Personal E-Mail Address: _____

Home College: _____ Department: _____ Class: _____

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

Have you consulted with a university official regarding your return? Yes No If yes, who? _____
Name

Student's Signature: _____ Date: _____

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave: _____

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

DEPARTMENT INFORMATION & SIGNATURES

Comments/Requirements Governing Return: _____

Date Student Began Leave Procedure: ____/____/____ W Grade(s) Assigned? Yes No

Advisor: _____ Signature: _____ Date: _____
Required for All Students Print Name

Dept. Head: _____ Signature: _____ Date: _____
Graduate Students Only Print Name

Associate Dean: _____ Signature: _____ Date: _____
Undergraduate Students Only Print Name

DEAN OF STUDENT AFFAIRS USE ONLY

Comments/Requirements: _____

Dean of Student Affairs: _____ Signature: _____ Date: _____
Print Name

LS - Return is conditional upon the Dean of Student Affairs' permission.

URO USE ONLY

Semester _____ Units Dropped _____ New Enrollment Status _____ 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 to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.

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

A Leave of Absence form must be filled out by all students requesting a leave of absence. A Withdrawal form must be completed by all students who are withdrawing. Notifying instructors or no longer attending classes does not complete the process. Forms are available on The HUB website. 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.

Students are required to fill out all information on the form, including all comment sections relating to reasons for the leave. After completing 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 on the leave form. International students who are here on an F1 or J1 visa must consult 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 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 All But Dissertation and In Absentia policy.

Leaves during the academic semester will take effect as of the date signed by the student's dean. After the Leave of Absence or Withdrawal form is received by the University Registrar's Office, it will be reviewed for appropriate tuition refunds (see Enrollment Services: Tuition and Fees Adjustment Policy) and grade implications. The recording of student 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 Carnegie Institute of Technology, the Mellon College of Science or the Tepper School of Business.)
- 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 University Registrar's Office at 412-268-8250.

There may come a time where you will need to take a leave, return from a leave or withdraw from the university. To help with your transition either out of, or back into campus life, we are providing the following information to assist you with several important enrollment-related topics and other resources.

Important Contact Information

Academic Department – Please contact your academic advisor in your home academic department to discuss your scheduling requirements.

International Students – If you are an international student, please see the Office of International Education (OIE) web site for any pertinent information at <http://www.studentaffairs.cmu.edu/oie/> (412) 268-5231

The HUB - For any questions regarding your student account or return status, please contact The HUB, <http://www.cmu.edu/hub> or (412) 268-8186 or thehub@andrew.cmu.edu .

Financial Aid – If you will be applying for financial aid, complete instructions for the financial aid application process are located on The HUB web site at <http://www.cmu.edu/finaid/undergraduate/applying.html>

Computing Services Help Center – You should contact the Computing Services Help Center if you need assistance re-setting your Andrew Password at (412) 268-4357 or advisor@andrew.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. <https://s3.as.cmu.edu/sio/index.html> You will also need to indicate living off-campus when you complete your financial aid application for the upcoming academic year.

Carnegie Mellon ID Card – You should contact the ID Card Office at <http://www.cmu.edu/idplus/> to submit a new ID photo and renew their ID card. (412) 268-5224.

Housing Services – If you plan to reside in/move out of university housing, you should contact the Housing Office at (412) 268-2139 or through their web site at www.housing.cmu.edu

Dining Services – If you are interested in purchasing/canceling a dining meal plan, you should contact Dining Services through their web site at <http://www.cmu.edu/dining/> (412) 268-2139

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/>. If you wish to purchase health insurance (412) 268-2157

Parking – For information regarding parking on campus, see <http://www.cmu.edu/parking/> (412) 268-2052

Transfer Credits - If you have pursued coursework elsewhere, you must submit an official transcript to the University Registrar's Office. We will forward it to your academic department/Dean's Office, who will determine your possible transfer credit.

CMARC- [The Carnegie Mellon Advising Resource Center \(CMARC\)](#) is an advising and information center designed to assist undergraduate students of all majors in their academic and social development. This opportunity for advising is in addition to what is offered by your department or college. As a returning student, you may be searching for advising support to aid in navigating your transition back to campus and CMARC Advisors are willing to assist you in:

- * Establishing & fulfilling academic goals
- * Providing advice and counsel regarding change of major selection or exploration of alternative majors in other colleges
- * Exploring career and graduate school options
- * Obtaining referrals to organizations such as Career Services, Academic Development and other support services on campus

CMARC is fully committed to your success as a student at Carnegie Mellon. Please contact them at (412)268-2150.

Advisor for **Mellon College of Science & Humanities and Social Sciences** - Mrs. Ty Walton, ty@cmu.edu

Advisor for **Carnegie Institute of Technology & Computer Science** - Mr. Damian Dourado, dourado@andrew.cmu.edu

Advisor for **Tepper School of Business & College of Fine Arts** - Ms. Lucia Gonzalez-Prier, lgprier@andrew.cmu.edu