

University Registrar's Office

Complete the Student Information and Leave of Absence Information sections of this form and submit it to your advisor 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: _____

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

Permanent Address: _____
Street Address

Current Address: _____
Street Address

_____ *City, State, Zip, Country* _____ *City, State, Zip, Country*

Telephone #: _____ Mobile Phone #: _____ Personal Email Address: _____

Home College: _____ Department: _____ Class: _____

Semester of Leave (check one): Fall Spring Summer 20 ____

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

Student's Signature: _____ Date: _____
mm/dd/yyyy

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave:

_____ _____ _____ _____

Projected Semester of Return: Fall Spring Summer 20 ____

Check one

DEPARTMENT INFORMATION & SIGNATURES

Comments/Requirements Governing Return: _____

Date Student Began Leave Procedure: _____ W Grade(s) Assigned? Yes No
Required for All Students mm/dd/yyyy

Advisor: _____ Signature: _____ Andrew ID: _____ Date: _____
Required for All Students Print Name mm/dd/yyyy

Dept. Head: _____ Signature: _____ Andrew ID: _____ Date: _____
Graduate Students Only Print Name mm/dd/yyyy

Associate Dean: _____ Signature: _____ Andrew ID: _____ Date: _____
Undergraduate Students Only Print Name mm/dd/yyyy

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.