

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: _____

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-1/All Summer-2 20 _____

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

Student's Signature: _____ Date: _____

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave: _____

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

DEPARTMENT INFORMATION & SIGNATURES

Comments/Requirements Governing Return: _____

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

Advisor: _____ *Required for All Students* Signature: _____ Date: _____
Type/Print Name

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

Associate Dean: _____ *Undergraduate Students Only* Signature: _____ Date: _____
Type/Print Name

DEAN OF STUDENT AFFAIRS USE ONLY

Comments/Requirements: _____

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

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

URO USE ONLY

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

UNIVERSITY HOLD

Sr. Associate Registrar: _____ Date: _____

Carnegie Mellon University

University Registrar's Office

As part of the separation process, we encourage you to review Student Information Online (SIO) (www.cmu.edu/hub/sio) and update your contact information. We'd also like to remind you of a few other items to keep in mind during this process:

Student Account, Financial Aid, or Return Status questions: Contact The HUB at thehub@andrew.cmu.edu or 412-268-8186.

International Students: Contact the Office of International Education (OIE) at ois@andrew.cmu.edu or call 412-268-5231 for pertinent information regarding your leave.

University Health Insurance: If you have a University Health Insurance Plan, it will remain active during your leave unless you cancel the coverage. Contact University Health Services at shinsure@andrew.cmu.edu or 412-268-2157 for more information.

Andrew Email Account: While on leave, your Andrew email account will remain active. If you need assistance with your account, contact Computing Services at it-help@andrew.cmu.edu or 412-268-4357.

Carnegie Mellon ID Card: During your leave, the PAT transportation and academic building access benefits used through your ID Card will be inactive. For questions, please contact The HUB at ids@andrew.cmu.edu or 412-268-8186.

Housing or Dining questions: Contact Housing Services at housing@andrew.cmu.edu or 412-268-2139. Contact Dining Services at dining@andrew.cmu.edu or 412-268-2139.

Returning from Leave: Review the [University's Student Return Policy](#) and submit a completed [Return from Leave of Absence](#) form to your Academic Advisor for approval.

Feel free to contact the University Registrar's Office at university-registrars-office@andrew.cmu.edu if we can be of any assistance.