



UNDERGRADUATE STUDENT LEAVE OF ABSENCE

It is the responsibility of the student's Academic Advisor and/or College Dean's Office to verify that the following conditions are met prior to approving the student for an official Leave of Absence:

1. Residence Hall students should immediately contact the Housing & Residential Life Office at 520-621-6501.
2. The Undergraduate Student Leave of Absence assists and encourages students to return and graduate after a one or two semester absence from campus. Students with this status need not apply for or pay readmission fees and may register for classes during their priority registration period.
3. The University grants a Leave of Absence through the student's Academic Advising Office or College Dean's office.
4. International students follow the same procedures as all undergraduate students with the exception of contacting the Office of International Student Programs and Services at 915 N. Tyndall Avenue, 520-621-4627, for immigration briefing and approval, prior to submitting the Leave of Absence Form to the Office of Registration and Transcripts.

Students participating in UA-sponsored Study Abroad programs need not apply for LOA; therefore, it is unavailable. For NON-UA-sponsored study abroad programs, LOA is appropriate and available if the student does not have an approved consortium agreement for the purpose of receiving financial aid while abroad. International students interested in participating in study abroad or National Student Exchange programs must first contact the Office of International Student Programs and Services.

5. The enrollment status of a student on an Undergraduate Student Leave of Absence will be reported to lenders and loan servicing entities as **"not attending"**. Advise students with a student loan to contact their lender for information about their rights and responsibilities regarding repayment. Students who will be receiving Financial Aid from the University of Arizona during their time away should not apply for this leave. Please contact the Financial Aid Office at the University of Arizona 520-621-1858 or <https://financialaid.arizona.edu/contact>.
6. The deadline for a completed application to be received is the last business day before the first day of class for Fall or Spring semester in the Administration Building, Room 210, by 4:00 p.m. Final decisions regarding approval or disapproval of Leave of Absence requests will not be available until the posting of grades for the semester immediately preceding the term for which the leave is requested. Students should note that the timing of the final decision depends on the timing of the application. Therefore, students may not receive a decision on the request for Leave of Absence before the first day of class if their application is received just before the opening of classes.
7. Incomplete applications will not be accepted and the student will be notified by email (official, UA email only). If the deadline is missed as a result of an incomplete application, the student will not be eligible for the leave.

It is the responsibility of the Office of Registration and Transcripts to verify that a student meets the following criteria:

- Be registered for the previous semester or have an approved withdrawal through the Office of the Registrar before the following semester's Leave of Absence.
 - Have a cumulative GPA of at least 2.000.
 - Have his/her University account paid in full.
 - Have no pending disciplinary action.
8. **After processing the application, the Office of Registration and Transcripts will email the student confirmation that their Leave of Absence was approved or denied.**
 9. Should the student not return at the end of the approved leave then they must apply for readmission through the Office of Admissions.

If you have questions, please call 520-621-3113 or email reghelp@arizona.edu.



UNDERGRADUATE STUDENT LEAVE OF ABSENCE NOTIFICATION

Undergraduate Student Leave of Absence may be approved for up to two consecutive semesters for enrolled undergraduate degree program students with a cumulative GPA of at least 2.000. Undergraduate students who do not return at the end of the approved leave or students who drop all their courses without being granted **Official Leave of Absence** will be required to apply for readmission through the Office of Admissions and are subject to all rules and regulations of the admission process.

REMINDER

The enrollment status of a student on an Undergraduate Student Leave of Absence will be reported to lenders and loan servicing entities as **"not attending"**. If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

Students who will be receiving Financial Aid from the University of Arizona during their time away should not apply for this leave. Please contact the Financial Aid Office at the University of Arizona 520-621-1858 or <https://financialaid.arizona.edu/contact>.

Student's Personal Information

Students Name: _____ Date: _____
University assigned email address: _____
Address during leave: _____
Phone number during leave: _____ Student Identification number: _____
College/Major: _____

Leave Information

Last semester/year enrolled: _____ Returning semester/year: _____
Expected Graduation date: _____
First semester and year of absence: _____ Second semester and year of absence: _____
Reason for Leave: _____

I must notify the Office of Registration and Transcripts, Administration Bldg., Room 210, if I plan to return earlier than the period of time requested. I hereby authorize and direct the Office of Registration & Transcripts to cancel my course(s) scheduled during the period of time included in my Leave of Absence.

Student Signature: _____ Date: _____

Academic Advisor or College Dean Signature: _____ Date: _____

International students

International students must contact the Office of International Student Programs and Services at 915 N. Tyndall Ave., 520-621-4627, for immigration briefing and approval, prior submitting the Leave of Absence form to the Office of Registration and Transcripts.

Authorized International Student Programs and Services Signature: _____

Date: _____

REGISTRATION & TRANSCRIPTS OFFICE USE ONLY

Term of qualification met? Yes No If No, reason: _____

Processed by: _____ Date emailed student: _____