



**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
UNDERGRADUATE STUDENT LEAVE OF ABSENCE/WITHDRAWAL FORM**

Any student who is considering or planning to take a Leave or Withdrawal from the University should follow the procedure outlined below to ensure that all important information is obtained pertaining to leaving the University and/or returning to the University. To request a Leave of Absence or Withdrawal, a student must speak with a member of the Student Affairs Office staff (in person at the Campus Center, 2nd floor – or by phone at 508-999-8640.) An appointment is recommended.

Student Name _____

Student ID Number _____

Student Mailing Address _____

Student Email Address _____

Student Home Telephone / Cell Phone Home: _____ Cell: _____

Please contact the Office of the University Registrar to update any of this contact information that changes while you are away from the University. All changes must be made via COIN or placed in writing.

DEFINITIONS (please check the box that applies to your request)

- A student on a **Leave of Absence** status is away from the campus and classes for the balance of a semester and/or between one and four semesters, and plans to return. The decision whether to offer a Leave of Absence is made by the Dean of your College in consultation with your academic department. It is not necessary for a student in this status to apply for re-admission to the University or to pay the readmission fee. S/he only needs to inform the University (in advance and in writing) via the Office of the University Registrar when ready to return.
- A student on a **Medical Leave** status is similar to a student on Leave of Absence status. All classes dropped due to Medical Leave status receive Ws that do not count against the University maximum allowed. A student requesting this status must first meet with either the Director of the Counseling Center or Health Services.
- A student on a **Military Activation** status is similar to a student on Leave of Absence status. All classes dropped due to Military Activation status receive Ws that do not count against the University maximum allowed.
- A student on a **Withdrawal status** has left the University and does not plan to return (or was denied a Leave of Absence). Please list primary reason for Withdrawal request: _____

EFFECTIVE DATE (please indicate when you wish your Leave or Withdrawal to become effective)

- Last day of class attendance – date _____ (date subject to verification)
- Today - date _____
- After final grades are received from the current semester

OVER PLEASE

IMPORTANT STEPS

Following these important steps will make life a lot simpler for any student leaving the University, regardless of their future plans. Students requesting to Withdraw need not complete step 1. All students need to complete steps 2a, 2b, and/or 2c only as applicable. All students need to complete step 3:

- 1) **Meet with your College Dean or Associate/Assistant Dean To Request a Leave of Absence.** This step is necessary only for students planning to return to the University following a Leave. The Dean (in consultation with your department) will review your academic standing, progress and future plans and decide whether or not to award a Leave of Absence. The department/Dean may state conditions for you to meet in order to be permitted to return, such as successfully completing some additional credits elsewhere or through Professional and Continuing Education. Please do this **BEFORE** you meet with Student Affairs to make your leave official. Note that in a few majors, space limitations may require that the Dean permit a student to return only if changing their major.

Academic Dean's _____ (circle one) **Approved/Approved with Conditions/Denied**
(or designee's) signature

Dean's (or designee's) Conditions/Stipulations:

- 2a) **If you receive financial aid,** please visit the Financial Aid Office in person or on-line at <http://www.umassd.edu/financialaid/forms> to obtain an information sheet that outlines the effect a Withdrawal / Leave of Absence may have on the financial aid you have received or may receive in the future. This information form also outlines the process for reapplying for financial aid for a future semester / academic year. If you have specific questions, the Financial Aid staff will be pleased to assist you, but meeting with your Financial Aid Advisor is not a requirement.
- 2b) **If you are an international student,** arrange to meet with the International Students and Scholars Center **BEFORE** you meet with Student Affairs. This Center will help you to understand the impact on your VISA of taking a Leave or Withdrawal.
- 2c) **If you currently live in campus housing,** arrange with your Resident Director a day and time (normally required by contract to occur 24-48 hours from the last attendance of classes) to officially checkout of your hall and turn in your key. This will help you avoid any bills for keys, improper checkout, and room or hall damages.
- 3) **When done with steps 1 and 2a-c (as applicable), you are ready to meet with a Student Affairs staff member,** who will help you officially complete the Leave or Withdrawal process and answer any remaining questions you may have. Here you will complete the paperwork, receive information about how to return to the University, sign up for housing, and receive academic transcripts (if Withdrawing), complete a short questionnaire about your reasons for leaving, and you will receive contact names and telephone numbers in case you have questions later on.

Student Affairs Staff Signature _____

Date _____

Student Name _____ **Student Signature** _____ **Date** _____

By signing above, I acknowledge that I have read this form and am requesting a Leave of Absence or Withdrawal from UMass Dartmouth. I understand that this request has not been approved until a Student Affairs official has signed this document, signifying that all appropriate steps have been taken. I also understand that if I have an outstanding financial obligation, I remain responsible for payment deadline(s) regardless of whether I am enrolled at the time of the deadline. If circumstances prohibit me from coming to campus, I understand that I may complete the process by telephone and may send an email in lieu of physically signing this form.