



The Undergraduate Student Leave of Absence (LOA) policy assists and encourages students to return and graduate after an absence due to military deployment, service on an official church mission or with a foreign aid service of the Federal government, or a permanent disability. Note: If your absence is for any other reason, you may be eligible to return to ASU through Quick Re-entry, which permits undergraduate students to enroll without submitting a new application or application fee if they previously attended ASU but have not enrolled at ASU for up to seven consecutive fall or spring semesters.

Eligibility Requirements:

To be eligible for a Leave of Absence, a student must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
 - a. Students who were admitted as a new first semester freshmen or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, they should contact Undergraduate Admissions.
 - b. Students who were readmitted but did not attend will not be eligible for a Leave of Absence. Instead, they should contact Undergraduate Admissions.
 - c. Students who are participating in an ASU-sponsored study abroad program need not apply for a Leave of Absence.
3. Be in academic good standing, warning, on probation, or on continuing probation with their college.
4. Have no hold (e.g., disciplinary, financial, testing, etc.) which would restrict registration. Note: Students with financial holds may be given consideration for a Leave of Absence if authorized by the Collections Office.
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

Instructions:

1. **Review the policy and complete the Undergraduate Leave of Absence Request form.**
2. **Schedule appointment with college/school for review and signature;** Meet with your advisor to discuss the following:
 - a. Impact on progress toward degree.
 - b. Catalog year and status after Leave of Absence.
 - c. Academic good standing issues.
 - d. Transfer policies, incomplete grades, agency requirements (e.g., state licensing/certification) and other academic issues, if applicable.
 - e. Possible change of majors to a major within same college or in another college. Process for completing major change prior to LOA is reviewed.
3. **Contact other offices, if applicable:**
 - a. International Students and Scholars Center – International students must receive mandatory advisement, including signature, from the International Student Office (ISSC) to discuss the impact of the LOA to their immigration status. An international student on approved Leave of Absence must contact the ISSC prior to their return to ASU to clear visa status and request appropriate immigration documents.
 - b. Financial Aid and Scholarship Services – Students who have received financial aid should request information about loan counseling, program rules that require continuous enrollment, and satisfactory progress. Students who have received scholarships should request information about possible deferment policies.
 - c. Residential Life – Students living on campus must formally petition to be released from their Residential Life License Agreement. If future housing is needed, students must reapply for housing.
 - d. Campus Dining – Students with meal plans must formally apply for a release from their meal plan contract and should contact the Meal Plan sales office for further details.
 - e. Student Business Services – Students should review their online student account and pay all outstanding charges to avoid late charges and possible referral to an outside collection agency. Students requiring assistance with their accounts should visit or call the ASU



Collections Office. Students with financial holds must contact the Collections Office in order to setup a formal payment plan. Once a plan has been created the Collections Office will provide sign-off on the LOA which is then returned to the appropriate office for processing.

- f. Veterans Services – Students with veterans’ educational benefits and/or students leaving the university due to a military activation should contact the Pat Tillman Veterans Center for information and assistance.
 - g. Parking and Transit Services – Students who purchased parking decals should notify PTS in writing and return the decal and gate access card (if applicable) prior to leaving, so that the appropriate prorated refund can be issued. Residence hall decals are invalid as soon as a student moves out of a hall and must be immediately returned for a prorated refund.
 - h. Campus Health/ASU Student Health Insurance – Students on LOA are not eligible to purchase ASU Student Health Insurance. **NOTE:** A student covered under their parents’ insurance policy most likely has to be a full-time student (enrolled in at least 12 credit hours) to qualify for coverage and should check with the appropriate company representative for further information.
 - i. Residency Classification – Per the Arizona Board of Regents’ guidelines, “residency status [for tuition purposes] is reviewed after any absence from the university of one semester or more.” A student with questions about maintaining their current status or applying for reclassification should contact Residency Classification in the University Registrar’s Office.
4. **Submit the Leave of Absence form:**
- a. Once the required signature has been obtained, the application is returned to any Registration site at any campus for processing.
 - b. The student follows the established procedures for withdrawing if registered for the current term and finds that completely withdrawing mid-semester is necessary, as well as the procedures for canceling any registration already submitted for any future term(s) during the requested LOA. **NOTE:** Students receiving financial aid must visit the Student Financial Assistance Office for information on how withdrawal impacts their financial aid.
 - c. The student updates their mailing address in My ASU, if necessary.

Additional Conditions of LOA Requests:

Leave of Absence Duration:

1. A student may request an extension longer than the original request. Approval consideration will be at the college’s discretion, based on the worthiness of the request. (For example, appropriate extensions may result from students leaving for active military duty or religious missions).
2. A student may return earlier than the original agreed return date but should provide notice as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.

Student Status during the Leave of Absence:

A student granted a Leave of Absence retains their admitted student status. However, he/she is not registered and, therefore, does not have all the rights and privileges of a registered student and should be aware of the following consequences:

1. Financial Aid and Scholarship Services – A student is not eligible for any financial aid disbursements during the semesters while on LOA. A student on a LOA will be reported to lenders and loan service agencies as “non-attending” and will need to contact their lenders for information on possible repayment requirements.
2. Enrollment verification requests – Enrollment verifications for other entities, such as parents’ health or auto insurance companies, will also be reported as “non-attending.”
3. Facilities Access:
 - a. **Library** – A student on a LOA will have limited access to library resources. He/she may access library resources, including use of electronic databases and journals, while physically present in any campus library. No remote access to proprietary databases and electronic resources is available. Normal borrowing privileges are not retained, but



UNDERGRADUATE LEAVE OF ABSENCE REQUEST
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

restricted privileges may be available for a fee; a student interested in checking out ASU library material should contact any library circulation services.

- b. **Campus Health** – A student on a LOA for a particular semester is not registered for any credit hours and, therefore, not eligible to use Campus Health services.
- c. **Computing resources** – A student on a LOA will not have access to select computing resources, including computing labs. Students will be able to maintain their ASU Gmail accounts.
- d. **Campus recreation** – A student on a LOA may provide documentation and purchase a “continuing student” membership for access privileges.

Steps for Returning from a Leave of Absence:

- 1. At the time of return, a student must continue to be eligible to register (i.e., have no enrollment restrictions, such as an account delinquency, disciplinary hold, or academic disqualification).
- 2. A student returning earlier than the original agreed return date should provide notice to University Registrar Services (URS) as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.
- 3. A student must meet all financial aid requirements and deadlines for the academic year of their return.



UNDERGRADUATE LEAVE OF ABSENCE REQUEST
ARIZONA STATE UNIVERSITY
 UNIVERSITY REGISTRAR SERVICES

ASU ID:	Student Name: Last/First/MI	Date:
Address: Street Address/City/State/Zip	Phone Number: ()	

Are you an International Student with an F1 or J1 visa? Check one Yes No
 *Serious immigration consequences may result from withdrawing or dropping below full-time enrollment status. International students with an F1 or J1 visa whose drop or withdrawal will result in less than full-time enrollment must obtain advising from the International Students and Scholars Center. For more information visit the ISSC website at <https://students.asu.edu/international> or call (480) 965-7451.

International Student Advising Office Signature:	Date:
--	-------

Do you have a Financial Hold? Check one Yes No
 *Students with financial holds may be given consideration for a Leave of Absence if authorized by the Collections Office. For information please visit <http://www.asu.edu/sbs/deptn.htm> or call (480) 965-5220.

Collections Office Signature:	Date:
-------------------------------	-------

Current Programs: *please list the program(s) from which you wish to take a Leave of Absence*

<u>College/School</u>	<u>Major/Plan</u>

<p>Requesting a Leave of Absence Starting: <i>Circle One:</i> FALL or SPRING Year: _____</p> <p>Semester/Term of Return: <i>Circle One:</i> FALL SPRING or SUMMER Year: _____</p>

Requesting an Extension for currently approved Leave of Absence

Semester/Term of Return: *Circle One:* FALL SPRING or SUMMER Year: _____

Student Signature	Date
--------------------------	-------------

College/Department Representative	Date	College/Department Representative	Date
		for special programs (e.g., Barrett The Honors College)	

Reason for Leave:
<input type="checkbox"/> Military deployment
<input type="checkbox"/> Service on an official church mission or with a foreign aid service of the Federal government
<input type="checkbox"/> Permanent disability
<input type="checkbox"/> Other:

University Registrar's Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments: <i>(If Denied – Reason for denial)</i>	