

EHD Guide:

Leave of Absence

Before You Start

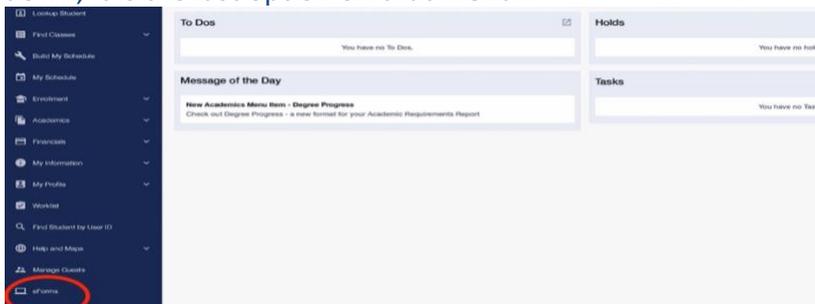
- You must submit the request for a Leave of Absence prior to the **first day of a semester**. Academic Calendar including the first day of classes can be found [here](#).
- Otherwise, you may withdraw from a semester through the last day of exams during this semester using [these instructions](#).
- Prior to requesting a Leave of Absence, you must request permission by touching base with your school dean's office and program contacts. Follow this guidance to do so:
 - If you are a student in an undergraduate degree program you **must** contact the School of Education and Human Development [Student Affairs team](#) to let them know you are requesting a leave/withdrawal prior to submitting the Leaving the University form.
 - If you are a student in a graduate **on Grounds** degree program you **must** contact the School of Education and Human Development [Student Affairs team](#) to let them know you are requesting a leave/withdrawal prior to submitting the Leaving the University form.
 - If you are a graduate student in an Online degree program OR a professional learner in a non-degree seeking program, you must contact your degree program coordinator or your assigned advisor prior to submitting the Leaving the University Form.
- You should read the policies and information about withdrawals and returns to the university in the [Undergraduate and Graduate Records](#) prior to proceeding.
- If you are taking a Leave of Absence for medical reasons, there are additional timelines and requirements to consider that are described [here](#).

After consulting with the appropriate individuals, and reading the linked resources, use the following steps to submit your request to take a Leave of Absence:

How To

To take a leave of absence from the program you are enrolled in, effective an **upcoming semester**, you need to use the “*Leaving the University*” eForm in your SIS profile.

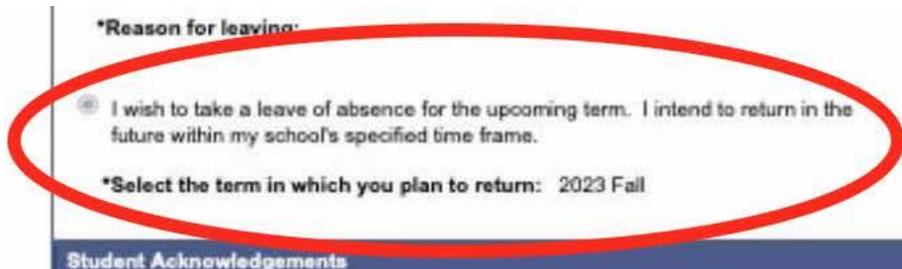
1. Log into SIS.
2. From the Dashboard page, select “eForms” from the side bar menu on the left. You might need to scroll down; it is the last option on that menu.



3. Select the form titled “Leaving the University (Leaves, Withdrawals, and Transfers).
4. Complete the form taking note of these **important guidelines**:

Selecting the correct options:

- If you are taking a leave of absence NEXT semester (a leave of absence for a semester that has NOT started yet) you MUST select the option that says: *“I wish to take a leave of absence for the upcoming term. I intend to return in the future within my school’s specified time frame.”* You may change the semester you hope to return by [contacting the EHD Registrar](#), so don’t worry if you are unsure of your return term.



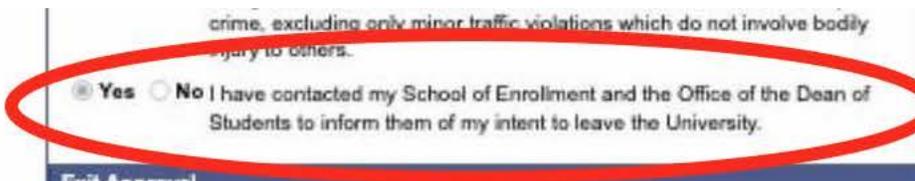
*Reason for leaving:

I wish to take a leave of absence for the upcoming term. I intend to return in the future within my school's specified time frame.

*Select the term in which you plan to return: 2023 Fall

Student Acknowledgements

- You **must acknowledge “Yes”** where it says, “I have contacted my School of Enrollment and the Office of the Dean of Students to inform them of my intent to leave the University” provided you followed the instructions at the top about meeting with the appropriate party prior to submitting this form.



crime, excluding only minor traffic violations which do not involve bodily injury to others.

Yes **No** I have contacted my School of Enrollment and the Office of the Dean of Students to inform them of my intent to leave the University.

5. Once you submit the form, it will route through the Office of the Dean of Students, then to the EHD Registrar, then finally to University Registrar (UREG). You will receive a confirmation from the EHD Registrar when our team has received your form. Your SIS record will indicate you on leave or “canceled” for the semester selected.