

Complete the Student Information and Leave of Absence Information sections of this form and submit it to your advisor 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

City, State, Zip, Country

Current Address: _____
Street Address

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: _____
mm/dd/yyyy

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave:

☐ ☐ ☐ ☐

Projected Semester of Return: Fall Spring Summer-1/All Summer-2 20 ____

Check one

DEPARTMENT INFORMATION & SIGNATURES

Comments/Requirements Governing Return:

☐ ☐

Date Student Began Leave Procedure:

Required for All Students

mm/dd/yyyy

W Grade(s) Assigned? Yes No

Advisor: _____ <i>Required for All Students</i> <i>Print Name</i>	Signature: _____	Andrew ID: _____	Date: _____ mm/dd/yyyy
Dept. Head: _____ <i>Graduate Students Only</i> <i>Print Name</i>	Signature: _____	Andrew ID: _____	Date: _____ mm/dd/yyyy
Associate Dean: _____ <i>Undergraduate Students Only</i> <i>Print Name</i>	Signature: _____	Andrew ID: _____	Date: _____ mm/dd/yyyy

DEAN OF STUDENT AFFAIRS USE ONLY

Comments/Requirements: _____

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

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

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 oe@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, please 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 idplus@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 by July 1 for a fall return, October 1 for a spring return, and March 15 for a summer return.

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