The Undergraduate Student Leave of Absence (LOA) policy assists and encourages students to return and graduate after an absence of more than two consecutive semesters from ASU. (Absences during winter and summer sessions only are excluded as continuous enrollment is not affected.) Eligible students are encouraged to take advantage of the benefits provided by a Leave of Absence, e.g., no need to apply for readmission or pay readmission fees and may participate in their regularly scheduled registration/enrollment period upon return to the University.

**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. A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact Undergraduate Admissions.
   b. A student who was readmitted but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact the readmissions office.
   c. A student who is participating in an ASU-sponsored study abroad program need not apply for a Leave of Absence; however, a student who is participating in a non-ASU-sponsored study abroad program should take advantage of the LOA policy, if eligible.
3. Be in academic good standing, on probation, or on continuing probation with his or her 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.

**Process for Obtaining a Leave of Absence:**

**Student:**

1. **Review the policy and complete the Undergraduate Leave of Absence Request form:** Additional copies are available online at [http://students.asu.edu/node/1206](http://students.asu.edu/node/1206) or in the student’s college/school advising office.
2. **Schedule appointment with college/school for review and signature:** College/school approval is required for an absence of more than two consecutive semesters to review the LOA application and the following issues:
   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 Students and Scholars Center (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 his/her 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 Veterans Benefits & Certifications in the University Registrar’s Office 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 his/her 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 his/her 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 final review/approval. The student may return the form in person or the form may be sent through campus mail by the student’s college office.
   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 his or her mailing address on the student information system, if necessary.

**Additional Conditions of LOA Requests:**

**Leave of Absence Duration:**
A Leave of Absence will be granted for more than two consecutive regular semesters. (A regular semester is defined as a fall or spring semester and excludes winter and summer sessions; for example, Leave of Absence is granted for fall and spring or spring through fall.)

If the student does not return at the agreed semester, he or she would need to undergo formal readmission to ASU, to include submission of a new application, fee and any necessary transcripts.

1. A student may request a Leave of Absence more than once; however, the cumulative total of such requests may not exceed two years.
2. A student may request an extension longer than three consecutive regular semesters. 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).
3. 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 his/her 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 his/her 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 restricted privileges may be available for a fee; a student interested in checking out ASU library material should contact any library circulation services.

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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 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 his/her return.

4. The URS will identify concerns, if any, arising during the student’s Leave of Absence which may make the student ineligible for registration and work with the college to resolve, if possible.

**Contact Information:**

Records & Enrollment Services  
University Registrar Services  
Arizona State University  
Student Services Building, Room 140  
Monday through Friday, 8:00AM – 5:00PM  
480-965-3124  
Fax: 480-965-7722  
E-mail: registrar@asu.edu
## Undergraduate Leave of Absence Request

<table>
<thead>
<tr>
<th>ASU ID:</th>
<th>Student Name: Last/First/MI</th>
<th>Date:</th>
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<tr>
<th>Address: Street Address/City/State/Zip</th>
<th>Phone Number:</th>
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### 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 in the Student Services Center, Room 170. For more information visit the ISSC website at [https://students.asu.edu/international](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](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

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<th>College/School</th>
<th>Major/Plan</th>
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### Requesting a Leave of Absence Starting: Circle One: FALL or SPRING Year: ____

### Semester/Term of Return: Circle One: WINTER FALL SPRING or SUMMER Year: ____

### Requesting an Extension for currently approved Leave of Absence

Students requesting an extension beyond 2 consecutive terms are required to meet with a college/school representative for a signature.

Semester/Term of Return: Circle One: WINTER FALL SPRING or SUMMER Year: ____

Student Signature Date

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<th>College/Department Representative</th>
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<td>for special programs (e.g., Barrett The Honors College)</td>
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### Reason for Leave:

| Reason for Leave | |
|------------------||
|                  | |
|                  | |

### University Registrar Services Use Only

☐ Approved ☐ Denied

Comments: (If Denied – Reason for denial)

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Return to: Records & Enrollment Services
Student Services Building, Room 140
480-965-3124 Fax: 480-965-7722
Mail: PO Box 870312, Tempe, AZ 85287-0312

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