

COLLEGE OF ARTS AND SCIENCES: APPLICATION FOR LEAVE OF ABSENCE

(NOT FOR FOREIGN STUDY: See Office of International Studies, Minor Hall, 2-3010)

(NOT FOR SUSPENDED STUDENTS: See your Association Dean)

I hereby request permission to take a leave of absence from the College, from

_____ to _____
Month / Year Month / Year

NAME: _____ DATE: _____

MAILING ADDRESS: _____ ID #: _____

EMAIL: _____

FIRST-YEAR DORM: _____ or TRANSFER TO UVA: Sem./Yr. _____

TENTATIVE PLANS: _____

DECLARED MAJOR(S): (1) _____ (2) _____

EXPECTED GRADUATION SEMESTER / YEAR: _____

IF YOU RECEIVE FINANCIAL AID FROM THE UNIVERSITY, CHECK HERE

If you receive Title IV loans (Perkins, Ford Direct Subsidized, Unsubsidized, or PLUS loans) and do not return from an approved leave of absence, you may exhaust some or all of your loan grace period. The date of withdrawal (for purposes of Title IV programs) will be backdated to the first day of the approved leave of absence.

IF YOU ARE AN INTERNATIONAL STUDENT ON STUDENT VISA, CIRCLE ONE: F1 or J1

Obtain written permission from an International Student Adviser (Minor Hall) and submit it with this form.

PLEASE READ THE REVERSE SIDE. I UNDERSTAND THAT:

1. If I choose the GLV option,
 - a. I must inform the Office of the Dean of my plans for returning to the College and apply for readmission by December 15 or August 1, preceding the semester in which I wish to return.
 - b. I must confirm my earlier major by filing a new declaration, or enter a new major program before my registration upon returning is final (**pertains only to students beyond the fifth semester**).
2. I must obtain prior permission from the Office of the Dean if I wish to take any course(s) at another institution for transfer credit toward my degree at the University of Virginia (**please note last paragraph on reverse side**).

STUDENT'S SIGNATURE

APPROVAL OF THE DEAN

YOU ARE GRANTED A LEAVE OF ABSENCE AS REQUESTED.

Conditions, if any: _____

DATE

DEAN'S SIGNATURE

- Copy to:
- Student (original with information on reverse)
 - Student's file
 - Food Service
 - Financial Aid

- International Student and Scholar programs
- Housing Office
- Lower Division Advisor _____
- Major Advisor _____

LEAVE OF ABSENCE: If you are a student in good standing, you may take a leave of absence from the College for up to three semesters. Beyond three semesters, a leave of absence must be formally renewed.

When to file this form: before the ADD deadline for the semester you are away. The Add deadline is always two weeks into the semester.

Choose the type of leave that is appropriate for you by checking one of the options below:

By paying a fee of \$135.00 per semester and electing the LDC or LDN option, you may participate in Voice Response enrollment in courses for the semester when you return. If there is no "Block" on your file for academic, financial, disciplinary, or health reasons, you will be readmitted automatically and you will not have to file a readmission application or a major re-declaration. *Take this form and your check to the College Registrar in Garrett Hall 102 and obtain there the details for using the voice response enrollment system.*

_____ LDN (Leave, Domestic, No Credit): while on leave I expect NOT to be in *full-time* study. I am enclosing a check for \$135.00 payable to the University of Virginia.

_____ LDC (Leave, Domestic Credit): while on leave I plan to carry 12 or more hours of courses per semester at an American college or university. I realize that each such semester counts as one of the 8 full-time semesters permitted. I am enclosing a check for \$135.00 payable to the University of Virginia.

_____ GLV (Leave of Absence): I am applying for a leave but choosing not to pay the fee. I understand that in order to be readmitted, I will have to file a readmission application, available on the web at <http://artsandsciences.virginia.edu/college/forms/readmission.html> or on the rack in the lobby of Garrett Hall, before December 15 or August 1. I will also have to re-declare my major and enclose the completed major declaration with my readmission application.

Signed: _____

Date: _____

Are you requesting this leave of absence because you have been arrested or charged with or convicted of or must serve a criminal sentence for any crime, excluding only minor traffic violations which do not involve bodily injury to others? No ___ Yes ___ If yes, attach your explanation to this application providing a complete and truthful account of the circumstances.

If you do not file an application for a leave of absence: The Registrar will enter the notation FRT (failed to return) on your records. You will have to file a readmission application, available on the web at <http://artsandsciences.virginia.edu/college/forms/readmission.html> or on the rack in the lobby of Garrett Hall, before December 15 or August 1. You will also have to re-declare your major and enclose the completed major declaration with your readmission application.

FOR ALL STUDENTS ON ANY TYPE OF LEAVE:

Minimum Hours: Prior to returning for a fifth or seventh semester, you must have earned 54 or 84 hours respectively.

Deadline for declaring a major: Prior to returning for a 6th, 7th, or 8th semester, you must be in good standing in a major. If you are returning for a 5th semester, plan to declare the major prior to the start of the 6th semester.

Transfer of Credit: Do not take courses at other institutions expecting transfer credit for those courses at the University of Virginia unless prior approval by the Office of the Dean has been given in writing. (See the Request for Transfer Credit form in the Garrett Hall lobby.) If you matriculate in a degree-granting program at another institution, you will be considered a transfer student should you apply for readmission to the University of Virginia. As a transfer student, you must apply through the Office of Admissions and admission is by no means guaranteed.