RUTGERS
School of Arts and Sciences

Office of Advising and Academic Services
School of Arts and Sciences
Rutgers, The State University of New Jersey
131 George Street
New Brunswick, NJ 08901-1414

SAS Advising Centers
Busch Student Center, Rm. 172, BC
Milledoler Hall, Rm. 103, CAC
Ruth Adams Building, Rm. 103, DC
Lucy Stone Hall, Rm. A-216, LC

reenrollment@sas.rutgers.edu

p. 848-932-8888/ 848-445-8888
f. 732-932-8898

LEAVE OF ABSENCE FORM

Please print clearly in black ink only.

Name: _____ RUID: _____
Last *First* *MI*

Cell Phone: _____ Email address: (non-Rutgers) _____

LEAVE

*Indicate **one or both** options below.*

☐ **I wish to withdraw from all of my classes currently in progress:**
☐ **Yes**, cancel my classes for _____ _____ ☐ **No**, I will complete my classes in _____ _____
*fall or spring** *year* *fall or spring** *year*

☐ **I wish to cancel my pre-registered classes for the upcoming semester:****
☐ **Yes**, cancel my classes for _____ _____ ☐ **No**, do not cancel my classes for next semester. I wish to keep my pre-registered courses for _____ _____
*fall or spring** *year* *fall or spring** *year*

** Students are responsible for canceling summer and winter courses themselves by contacting the Summer/Winter Session Offices at summersession.rutgers.edu*
*** Students who cancel their first semester at Rutgers without earning any grades (i.e., no W or other grades) must re-apply via Undergraduate Admissions.*

RETURN

*Check **ONE** statement below, based on your current plans for return.*

☐ **I will return** ☐ Fall ☐ Spring ☐ Summer _____ **My revised graduation date is** ☐ May ☐ October ☐ January _____
*year** *year*

☐ **I am not sure when I will return***

☐ **I do not plan to return**

**Students on extended leaves or undecided about their date of return will need to complete an online SAS reenrollment application by the submission deadline before returning, at: http://sasundergrad.rutgers.edu/advising/current-students/reenrollment*

CONDITIONS OF REENROLLMENT

- Approval of reenrollment is not guaranteed. Students with a cumulative GPA below a 2.0 may be required to complete course work in the Rutgers New Brunswick Summer Session before being permitted to reenroll for fall or spring.
- All students returning after a leave of absence will be required to complete the SAS Core Curriculum to satisfy their general education/liberal arts requirements for degree completion.
- Reenrollment applications may be submitted well in advance, as soon as students are sure of their return date, but applications are processed just prior to the semester of return, in the order received. For submission deadlines, http://sasundergrad.rutgers.edu/advising/current-students/reenrollment

I wish to leave Rutgers University for the following reason(s): ☐ Personal ☐ Financial ☐ Medical ☐ Other _____
Please explain briefly. Your comments will remain confidential: _____

Student Statement of Responsibility

Indicate the University programs from which you receive services. You are responsible for contacting these offices upon your departure. Failure to do so may result in additional fees and/or loss of eligibility for future services.

☐ Housing Office
☐ Dining Services
☐ Financial Aid (including loans)
☐ International Students Office
☐ SAS Honors Program or Honors College
☐ Educational Opportunity Fund (EOF)
☐ Veterans Services and Military Program
☐ Summer Session/Winter Session (to cancel classes)

Student's Signature ***(may not be typed)*** **Date**

SAS Office of Academic Services Dean's Signature **Date**

REENROLLMENT STAFF USE ONLY	**SAS STAFF: Please date stamp and initial below**
	Received and noted in myAdvisor by (initials)