

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
fall or spring* year my pre-registered courses for
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 International Students Office Veterans Services and Military Program
 Dining Services SAS Honors Program or Honors College Summer Session/Winter Session (to cancel classes)
 Financial Aid (including loans) Educational Opportunity Fund (EOF)

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) _____