



# LEAVE OF ABSENCE FORM

CONSULT THE LEAVE OF ABSENCE POLICY ON REVERSE SIDE BEFORE SUBMITTING

Complete this form if you intend to take a leave of absence from Long Island University. Read the policy on the reverse side prior to completing this form. **A leave of absence may jeopardize your financial aid status, contact Enrollment Services for details.** Federal law mandates students on F1 or J1 Visa contact the International Student Advisor **prior** to taking a leave of absence.

### STUDENT INFORMATION:

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_ Major: \_\_\_\_\_  
First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Preferred Address: \_\_\_\_\_

### LEAVE OF ABSENCE INFORMATION:

Leave Begin Date:  FALL  SPRING 20 \_\_\_\_\_ Leave Return Date:  FALL  SPRING 20 \_\_\_\_\_

**NOTE: Leave of Absence are granted for one semester only**

Reason for Leave of Absence:  Academic  Financial  Medical  Moving  Schedule Conflict  VISA  Other

If other, please specify: \_\_\_\_\_

### DEAN'S APPROVAL:

Dean's Approval (Required for Graduate students only):

Comments/Requirements governing return, if any: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT SIGNATURE/CERTIFICATION:

I am formally requesting a Leave of Absence from Long Island University for the term noted above. I understand that if I am requesting this Leave of Absence after the first week of the term it will be processed for the next term and I will be liable for all or a portion of billed charged for the current term based on the University's published liability schedule at [www.liu.edu/enrollment-services](http://www.liu.edu/enrollment-services). I also understand that I may lose all or part of my current financial aid package.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| FOR INTERNAL USE ONLY                                             |                                 |                                    |                                 |                                  |                             |                                  |
|-------------------------------------------------------------------|---------------------------------|------------------------------------|---------------------------------|----------------------------------|-----------------------------|----------------------------------|
| Date Received: _____                                              | Date Processed: _____           | Type:                              | <input type="checkbox"/> TW     | <input type="checkbox"/> TC      | <input type="checkbox"/> PW | <input type="checkbox"/> QE Drop |
| Request Received By: <input type="checkbox"/> Fax                 | <input type="checkbox"/> Letter | <input type="checkbox"/> In-person | <input type="checkbox"/> E-mail | <input type="checkbox"/> On-line | Recipient: _____            |                                  |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Signature: _____                | Date: _____                        | Department: _____               |                                  |                             |                                  |
| Action: _____                                                     | Term(s): _____                  | Credit(s): _____                   |                                 |                                  |                             |                                  |

# LEAVE OF ABSENCE POLICY

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LIU permits students to interrupt their studies when appropriate. If granted, a leave of absence allows a student to continue under the requirements in effect when he/she was initially admitted.

A student who wants to interrupt their studies at the University for a temporary period may maintain degree status and ensure that his/her degree requirements will remain the same by taking a leave of absence for a maximum total of 180 days in any 12-month period. A degree candidate who is granted a leave of absence does not need to be readmitted to the University upon returning to their program of study. Students are not permitted to attend another college or university while on an official leave of absence.

A student must meet the following requirements to be eligible for a leave of absence:

- Be a degree seeking undergraduate or graduate student
- Be registered for the semester immediately prior to the beginning of the Leave of Absence
- Be in good academic standing, on probation, or on continuing probation with his/her college
- Have no holds (i.e. disciplinary or financial) which would restrict registration
- Submit a formal written and signed Leave of Absence application form, which specifies the reason for the student's leave

The Leave of Absence Application must be submitted to Enrollment Services prior to the start of the term for which the leave is requested. If a student has already enrolled for the semester for which a leave is being requested, they must drop all courses; if they do not, their courses will automatically be dropped upon approval of the Leave of Absence.

Leave of Absence are granted for future terms only, and are not granted retroactively or in the middle of a term. In such exceptional cases where unforeseen circumstances occur after the start of a term, students are permitted to officially withdraw from the University according to the University's Official Withdrawal policy and appeal any charges assessed to their accounts, or receive incomplete grades that can be made up with the instructor(s). In all such cases where an official leave of absence is not granted, the University is required to perform a return of federal funds calculation for students receiving Title IV federal financial aid.

A student is expected to return from an approved leave of absence within 180 days from the start date of the approved leave. When a student fails to return from a leave of absence, the student's withdrawal date will be reported to the National Student Clearinghouse and NSLDS as the date the student began the leave of absence. Upon returning from a leave of absence, the student may register for classes accordingly. No financial aid or additional fees will be assessed during the leave of absence period.

International students should know that ICE regulations may prohibit those who have been granted such a leave from maintaining their visa status.