

## Undergraduate Leave of Absence

### Filing a Leave of Absence

You may request a leave of absence for one or two semesters from your enrollment at the university, or the total period of active duty for those called to active U.S. military service. A total of four semesters of approved leave are allowed during an undergraduate career. Securing a leave of absence will preserve your status as of the time you begin your leave and will eliminate any re-application process or paperwork when you return.

**Please note: If you are a Title IV loan recipient and fail to return from a Leave of Absence, your grace period for Title IV program loan might become exhausted. Please consult with a Financial Aid Advisor if you have any questions regarding repayment of Title IV loans (e.g. Federal Stafford Loans and Federal Perkins Loans).**

### Leave of Absence criteria:

- Student must have no disciplinary (D) checkstop/hold.
- Student must possess a UB GPA of 2.0 or above.
- Note:** Students convicted of felonies while enrolled at UB are not eligible for a leave of absence.
- Note:** Students who are ineligible for a leave of absence but who leave UB must complete an Admissions Re-entry Form should they wish to return.
- You must formally apply for a leave of absence and have it approved by your advisor. After which your Leave of Absence will be coded on the computer system (to hold your place and provide easy re-entry at the end of your leave period).
- You should apply for a leave as early as possible before the semester you wish to begin your leave.
- The last date to apply for a leave of absence is the end of the eleventh week of classes of the first semester you are requesting a leave.
- Just prior to your planned leave semester, you should meet with your advisor, especially if you intend to later transfer course credits to UB. If you attend other colleges or universities during your leave period, you must have an official transcript forwarded to UB within 6 weeks of your return. The credits will be evaluated as transfer credit. Use TAURUS, <http://taurus.buffalo.edu>, to see if courses taken at other institutions will articulate to specific UB courses.
- You may return before the end of your leave of absence, but you cannot exceed the period approved in your leave of absence. If you do, you will have to apply for re-admission to UB and to your major department.
- If you need to extend your leave of absence beyond the maximum two semesters, or approved duration of U.S. military service, you will need to formally request this from an advisor.
- No leaves of absence can be approved retroactively. If you left the university and did not have an official leave of absence, you will need to fill out a Re-entry Form with the Office of Admissions. Upon re-admittance, you will be obligated to follow new academic policies and will have to re-apply to your academic major department.
- Students convicted of felonies during their UB enrollment are not eligible for a leave. These students must apply for re-admission using the Admissions Re-entry Form, and must comply with all procedures stipulated by the University Screening Committee for Judicial Concerns.
- Note for students participating in study abroad programs. In addition to meeting with an academic advisor, you must register with the Study Abroad Office, 210 Talbert Hall (even if you are not participating with a UB or SUNY sponsored program).
- Note for international students. If you are an international student seeking a Leave of Absence, you must meet with a staff member from International Student & Scholar Services, 210 Talbert Hall.

### Returning to UB

Student should check your BIRD (716-645-7800) or [MyUB](#) – Web Registration to learn when it is appropriate to begin registration.

**Semester** that you plan on **returning to UB...**

Fall semester

Spring semester

**Web Registration:** <http://src.buffalo.edu/myub>

**Class Schedule:** <http://src.buffalo.edu/schedule>

**Registration begins...**

Middle of March

Middle of October

### Return Completed Form to:

**Fax:** 716-645-7762 **OR Mail:** Student Academic Records & Financial Services, 232 Capen Hall, University at Buffalo,

Buffalo NY 14260 **OR Drop off in-person:** Student Response Center at 232 Capen Hall

Revised: Dec. 17, 2008

**Undergraduate Leave of Absence**

|  |   |  |   |
|--|---|--|---|
| <b>Last Name</b>   |   | <b>First Name</b>  |   |
| <b>UB Person Number</b>  |   | <b>UB Email</b>  |   |
| <b>Leave Beginning</b>   | <input type="checkbox"/> Fall , year: 20 ____<br><input type="checkbox"/> Spring, year: 20 ____ | <b>Leave Ending</b>  | <input type="checkbox"/> Fall , year: 20 ____<br><input type="checkbox"/> Spring, year: 20 ____ |
| <b>International Student</b> If you are an international student, you must talk to an ISSS advisor, 210 Talbert Hall | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                     | <b>Study Abroad</b> If you're going to study abroad, you must register with the Study Abroad Office, 210 Talbert | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                     |
| <b>Address where you can be reached during your Leave of Absence:</b>  |   |  |   |
| <b>Street</b>  |   |  |   |
| <b>City</b>  | <b>State</b>  | <b>Zip or Postal Code</b>  |   |
| <b>Country</b>   | <b>Phone with Area code</b>   | ( )  |   |

**Leave of Absence Policy**

- The maximum Leave is Two Semesters. Leave may be extended beyond two semesters by request in writing to your advisor. A total of four semesters of approved leave are allowed during an undergraduate career.
- Students called to active U. S. military service may request additional semesters of leave up to the total period of active duty. A copy of military orders must accompany this form.
- The last day to file a Leave Application is by the end of the eleventh week of the semester of the first semester you are requesting a leave.
- You must have no disciplinary (D) checkstop. (Students convicted of felonies while enrolled at UB are not eligible for a leave of absence.)
- You must possess a UB GPA of 2.0 or above.
- If planning to attend college during Leave, you should seek academic advisement prior to leave period.
- **This is not a Drop/Add form.** You must take steps to drop or resign courses by the published "last day to drop without financial penalty." If you do not drop your courses before this date you will be liable for tuition and fees as assessed by Student Academic Records & Financial Services.
- When returning from Leave, please call BIRD (716) 645-7800 or log onto MyUB – Web Registration to learn when your Registration Window becomes available.

**I have read and understand the Leave of Absence Policy. I also understand that if I am a Title IV loan recipient and I fail to return from a Leave of Absence that my grace period for Title IV program loan might be exhausted.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section to be completed by academic advisor.** Eligibility Requirements for Leave of Absence: The response to all questions must be "Yes."

|   | SIS Screen | Yes | No |
|---|------------|-----|----|
| 1. UB Grade Point Average must be above a 2.0                     | ILHRSSTU   |     |    |
| 2. Student has not registered for courses, or has dropped courses | ILSCHREG   |     |    |
| 3. Student does not have a D checkstop/hold.                      | IDDEMSTU   |     |    |

|   |  |   |  |
|---|--|---|--|
| <b>Advisor Name (print)</b>                       |  | <b>Advisor Signature:</b>                       |  |
| <b>Advisor Location</b>                           |  | <b>Date:</b>                                    |  |
| <b>International Student Advisor Name (print)</b> |  | <b>International Student Advisor Signature:</b> |  |

**Processing**

Hrs: \_\_\_\_\_ Drp: : \_\_\_\_\_ Maint. Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Ret Maint. \_\_\_\_\_ Staff: \_\_\_\_\_

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