

University of Rhode Island
LEAVE OF ABSENCE - UNDERGRADUATE

Student Name _____ ID# _____

Address _____

Email _____

Preferred Phone# _____

Student Signature _____ Date _____

College (Check one)
AS _____ BUS _____
CCE _____ ELSCI _____
ENGR _____ HSS _____
NURS _____ PHARM _____
UC _____

Semester Requested
(e.g., Fall 2007)
Fall 20____ Spring 20____

Effective Leave Date Requested
(e.g., 6/15/2007)

Semester of Return*
(e.g., Spring 2008)

Reason for Leave of Absence
_____ Work _____ Finances _____
_____ Personal _____ Academics _____
_____ Medical _____ Military Ser. _____

Other: (Briefly Describe) _____

Kingston Campus Students, please complete additional Survey questions through your e-Campus account URI Student Withdrawal/Leave Survey option.

Approval

Academic Dean _____ Date _____
signature required

OFFICE USE ONLY

Received and processed by ES: _____ Date _____
Staff Initials

Important Notes: Undergraduate students who wish to take a leave of absence from an academic program must do so through their academic deans office.

A Leave of Absence maintains your student status for a period of one or two regular semesters.
At the end of your "Leave" you will be permitted to register using the University's e-Campus registration system at www.uri.edu/ecampus. In some cases a Leave of Absence will also allow continuation of educational loan deferments. **Contact your Lender for specific deferment requirements.**

Take this form to the office of your academic dean. There you will, in most cases, receive additional information which will be important to your return to the university. It is your academic dean that will approve or deny your Leave of Absence request. If denied, you may still file for a withdrawal from the university.

After you have received dean's approval for your Leave of Absence, this form **MUST** be returned to the Enrollment Services Office. Your Leave of Absence cannot be processed without it. **The effective date is the date used for calculating billing or refunds.** If approved, no grades for the requested semester will be recorded. Go to <http://www.uri.edu/es/students/bill/billadirefundinfo.html> for additional information regarding billing and refunds.