

## Request for a Temporary Leave Undergraduate & Graduate

Name: Last	First	Middle	AUID
HomeAddress		Phone	
College/School	Major	Email	

As a result of

A meeting with the student on \_\_\_\_\_ (Date).

Other (specify) \_\_\_\_\_.

And upon review of the students record, the student is granted a

General Temporary Leave

Military Temporary Leave (Attach military documentation with beginning and ending dates).

Medical Temporary Leave (The student should provide medical documentation only to the Dean of Students to support this action).

The Temporary Leave is effective beginning \_\_\_\_\_ (Date) for the \_\_\_\_\_ semester(s) and the student will return \_\_\_\_\_ semester.

### Regulations Governing Temporary Leave

- For undergraduates, the leave period is counted as part of the time allowed for completion of degree requirements with a limitation of one year maximum (two semesters) for automatic continuance in the same program.
- Since a temporary leave is not a registration, a student on leave may only use university facilities as a member of the general public, and may not receive financial aid. Occupied university housing must be vacated promptly by students on leave. Students are responsible for understanding the implications of a temporary leave for housing, financial aid, health insurance, and progress toward the degree.
- This policy will not be used in lieu of disciplinary actions to address violations of American University's rules, regulations or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the university community may be subject to the Student Conduct Code. A student may be required to participate in the disciplinary process coincident with the request for a voluntary temporary leave. A student permitted to take a temporary leave while on academic or disciplinary status will return on that same status.
- International students are advised that taking a voluntary temporary leave may affect their student visa status and should consult with the International Students and Scholars Service in the Office of Campus Life.
- Students who do not return to the university at the end of the leave will be automatically separated. Separated students must apply for readmission and must meet the then-current admission criteria and program requirements.
- A student on Temporary Leave may not enroll at another institution except for students on Medical Temporary Leave who have an approved Medical Permit to Study.

*I understand and agree to the above conditions:*

Student Name (Please Print)	Student's Signature	Date
Dean or Designee (Please Print)	Dean or Designee's Signature	Date
ISSS for J1 and F1 Visa Holders (Please Print)	ISSS Signature (Required for J1 and F1 students)	Date