



LEAVE OF ABSENCE

A student desiring a leave of absence should meet with Dean Melissa Rose to obtain application forms and instructions. All students are eligible, provided they have not been dropped by the University and are not dropped at the end of the semester during which application is made. Leaves are granted for one semester or for a year. Applications should be completed before December 1 for a leave of absence during the spring semester, and before May 1 for a leave of absence during the fall semester (or for the academic year). A leave of absence will not be extended beyond one academic year. Return from leave is not automatic, but is subject to the conditions stated below. Please also consult the *Undergraduate Catalog* for leave of absence information.

The student must keep the Associate Dean informed of any change of address while on leave. Copies of the approved leave of absence form will be filed in the Blair Office of Academic Services, and one copy should be retained by the student. A student on leave of absence will be notified by the URO when the Registration Period begins for the intended semester of return. Final registration is contingent upon the fulfillment of the terms of the leave of absence. A student who fails to return to Vanderbilt at the completion of an approved leave, or who has failed to comply with the terms of the leave of absence, will be withdrawn from the University. Students on leave of absence should consult the Student Health Website at <https://www.vumc.org/student-health/student-health-insurance> regarding eligibility for Student Health Insurance.

CATEGORIES AND CONDITIONS

I. STUDY ELSEWHERE

A student who wishes to take a leave of absence to earn academic credit elsewhere must submit a proposal to the Curriculum Committee. The student should meet with the Associate Dean to determine the feasibility of the proposal. Approval of the overall plan by the Committee must be followed by the submission of courses for evaluation through the Transfer Credit Submission application in YES. *All arrangements must be made in advance of the proposed term elsewhere.* **In order for the credit to be awarded**, an official transcript must be received by the Office of the University Registrar as soon as possible after completion of the work.

II. MEDICAL

Upon advice of an appropriate medical authority, a leave may be granted for one or two semesters by the Associate Dean in consultation with the Office of Student Care Coordination. **In order to return to Vanderbilt**, the student must submit to the Office of Student Care Coordination the MLOA Treatment Provider Report, Release of Information, a narrative describing activities while on leave of absence, and a Student Success Plan. Complete information may be found at: <https://www.vanderbilt.edu/carecoordination/sample-page/medical-leave-of-absence/>.

III. FINANCIAL

Any student who feels that financial reasons prevent a return to Vanderbilt may be granted a leave of absence for one or two semesters by the Associate Dean. **In order to return to Vanderbilt**, the student must present to the Associate Dean, at least four weeks prior to the start of classes of the intended semester of return, a written statement that the student is capable of meeting the financial obligations of a full-time student.

IV. PERSONAL

Any student who wishes to take a leave of absence for personal reasons, that is, for any reason other than those covered by the first three categories, should first confer with the Associate Dean. If, in the opinion of the Dean, these personal reasons are valid and it would be in the interest of the student to leave the University at that time, a leave of absence for one or two semesters may be granted. Valid reasons might include such items as desire to travel, desire to work in a special program or project without academic credit, family problems, or desire to simply "find one's self" or gain a sense of direction. **In order to return to Vanderbilt**, the student must register by the deadline for the intended semester of return. In addition, the student must present to the Dean, at least four weeks prior to the start of classes of the intended semester of return, a written statement detailing activities while on leave.

REQUEST FOR LEAVE OF ABSENCE

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STUDENT NAME _____ **Date** _____

Student ID Number _____

Classification (choose one) First Year Sophomore Junior Senior

Anticipated Date of Graduation (choose month): Aug Dec May **Year:** 20____

Primary Major _____

STUDENT CONTACT INFORMATION WHILE ON LEAVE:

VU Email address _____

Phone number(s) _____

In case we cannot reach you at this phone number or email, please list an additional method of contact:

BASIS UPON WHICH LEAVE IS REQUESTED (CHECK ONE):

- Study elsewhere** (transfer credit approval required in advance of the proposed term)
- Medical** (medical and academic clearance required to return)
- Financial** (financial clearance required to return)
- Personal** (academic clearance required to return)

Term leave of absence will begin: _____

Term student plans to return from leave: _____

EXPLANATION (USE SEPARATE SHEET IF NECESSARY):

SIGNATURE OF STUDENT

I am familiar with the policies of my school concerning leave of absence and understand fully the terms of my leave and the conditions upon which I may return.

Student Signature *Date*

Blair Associate Dean *Date*