

# REQUEST TO RETURN FROM A LEAVE OF ABSENCE : Undergraduate

College of Architecture, Art, and Planning  
Cornell University

Requests for spring-semester return must be made by October 1, and requests for fall-semester return must be made by March 1.

## STUDENT INFORMATION

Last Name:	<input type="text"/>	Cornell ID #:	<input type="text"/>
First Name:	<input type="text"/>	Net ID:	<input type="text"/>
Program:	<input type="text"/>	Alt. Email:	<input type="text"/>

Are you here on a student visa?:  Yes  No \* If yes, please see International Students section below for important details.

## RETURN FROM LEAVE REQUEST

I am requesting to return from a leave of absence for:    
(Fall/Spring) (Year)

My last semester in attendance was:    
(Fall/Spring) (Year)

Please attach a semester-by-semester academic plan outlining how all remaining degree requirements will be satisfied.

Student Signature:  Date:

## \* INTERNATIONAL STUDENTS ONLY

International students are required to contact the International Students and Scholars Office (ISSO).

Please visit the following ISSO site for important information about return from leave requirements for international students: [http://www.isso.cornell.edu/immigration/f1/loa\\_in\\_absentia.pdf](http://www.isso.cornell.edu/immigration/f1/loa_in_absentia.pdf)

## APPROVAL OF PLAN

Registrar Approval of Academic Plan:  Date:

## FINAL DECISION ON RETURN REQUEST

- Granted, effective \_\_\_\_\_, with \_\_\_\_\_ expected graduation term.  
 Granted with conditions, effective \_\_\_\_\_, with \_\_\_\_\_ expected graduation term.  
 Denied

Admissions and Academic Services:  Date:

Comments/Conditions:

## OFFICE USE ONLY

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> PS Term History        | <input type="checkbox"/> PS Program/Plan/Grad term | <input type="checkbox"/> Update Listserv       | <input type="checkbox"/> Copy to Student |
| <input type="checkbox"/> PS Tuition Calculation | <input type="checkbox"/> FileMaker                 | <input type="checkbox"/> Date Processed: _____ | <input type="checkbox"/> Copy to ISSO    |
|   |  |  | <input type="checkbox"/> Scanned to ESR  |