

VOLUNTARY LEAVE OF ABSENCE REQUEST

Undergraduate

College of Architecture, Art, and Planning
Cornell University

LEAVE OF ABSENCE POLICY AND INSTRUCTIONS

This form should be used to request a voluntary leave of absence. If you are seeking a health leave of absence, please do not fill out this form. Health leave information is available online at www.gannett.cornell.edu/HLOA.html or by calling (607) 255-5155.

1. **Voluntary leaves of absence for personal reasons** may be granted for a variety of reasons. The student may request a voluntary leave of absence by submitting a completed Leave of Absence Request form to the AAP Office of Admissions and Academic Services no later than the third week of instruction in the affected semester. The college and department may set conditions for completion of work, new and incomplete course work, community service, or internships while the student is on leave. The registrar's office sends a copy of the approved form to the student, academic department, and faculty advisor to verify that the request has been granted. It is the student's responsibility to communicate with other university offices regarding the leave.

While on leave, the student may not attend classes at Cornell through the School of Continuing Education and Summer Sessions. The term limit of this type of leave is five years. Following the end of the fifth year, the student will be automatically withdrawn from the college. Students wishing to return from this type of leave within the five-year period should submit a Request to Return from Leave of Absence form with an academic plan for completing all remaining degree requirements to the AAP Office of Admissions and Academic Services, 235 Sibley Dome, Ithaca, NY 14853-6702. Requests for spring-semester return should be made by October 1, and requests for fall-semester return should be made by March 1.

2. **Voluntary leaves of absence with conditions** may be granted for students who request a voluntary leave, but are not in good academic standing or wish to take a leave after the third week of the affected semester. Conditional leaves are generally at least two semesters in length. Together, the college and the department will set conditions for completion of work, new and incomplete course work, community service, or internships while the student is on leave. Students may be granted conditional leaves of absence after the 12th week of the semester only in highly extenuating circumstances and with the approval of the student's department and the Academic Review Committee (ARC). While on leave, the student may not attend classes at Cornell through the School of Continuing Education and Summer Sessions. The student's academic status is subject to review at the time of the leave and upon the student's return. The term limit of this type of leave is five years. Following the end of the fifth year, the student will be automatically withdrawn from the college. Students wishing to return from this type of leave within the five-year period should submit a Request to Return from Leave of Absence form with an academic plan for completing all remaining degree requirements to the AAP Office of Admissions and Academic Services, 235 Sibley Dome, Ithaca, NY 14853-6702. Requests for spring-semester return should be made by October 1, and requests for fall-semester return should be made by March 1. The request should clearly state how the conditions of the leave have been satisfied and should include any required documentation. The AAP Office of Admissions and Academic Services will forward such requests to the academic department for review. If it is determined that the conditions of the leave have not been satisfied, the request will be denied. The student may appeal in writing within two weeks of the decision. The decision on the appeal is final. Students denied readmission can request a return in the following semester.

Non-Registered Status

Students on a leave of absence are not registered with the university. Therefore, they are not eligible for privileges afforded to full-time registered students, including housing, dining, library, student employment, and transportation services. Unauthorized, unregistered persons who use university services and attend classes have the potential to displace properly registered students, use university resources inappropriately, and jeopardize the security of the campus. The university reserves the right to require such persons to leave the university premises. The university does not permit retroactive registration and does not record courses or grades for unregistered persons. Unregistered persons are not eligible for student employment through the university.

Important Information for Financial Aid Applicants Considering a Leave or Withdrawal

Any student considering a leave should go to [Leaves of Absence and Withdrawal](#) on the Financial Aid website.

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STUDENT INFORMATION

Last Name: Cornell ID #:
First Name: Net ID:
Program: Alt. Email:

Are you here on a student visa?: Yes No * If yes, ISSO must review and sign below.

LEAVE REQUEST

I am requesting a leave of absence to be effective from to . Last date of attendance:

Reason for Leave: (Please attach a semester-by-semester academic plan outlining how all remaining degree requirements will be satisfied.)

Student Signature: Date:

ADVISOR APPROVAL *(recommended)*

Advisor Signature: Net ID: Date:

Comments:

* INTERNATIONAL STUDENTS ONLY

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

ISSO Signature: Date:

FINAL APPROVAL OF LEAVE REQUEST

Effective Date of Leave:

Admissions and Academic Services Approval: Date:

Comments:

OFFICE USE ONLY

PS Term History PS Tuition Calculation PS Program/Plan FileMaker
 Copy to Student Update Listserv Scan to ESR Date Processed: