



GRADUATE STUDENT LEAVE OF ABSENCE REQUEST FORM

A student may leave Southern Methodist University by either taking a leave of absence (leaving the university temporarily with the firm and stated intention of returning) or by formally exiting the university (leaving the university with no intention of returning). Students taking any type of leave must manage enrollment, which may include a cancellation or withdrawal, and should complete this form to ensure all requirements are met to either conclude their experience with the institution or to preclude the requirement of reinstatement for return. Upon submission, this form will be processed and a student's status will be updated accordingly by the University Registrar's Office.

Student Personal Information – All Fields Required

Name: _____ SMU ID: _____

School (select all that apply):

- Cox School of Business
- Dedman College of Humanities & Sciences
- Dedman School of Law
- Lyle School of Engineering
- Meadows School of the Arts
- Moody School of Graduate & Advanced Studies
- Perkins School of Theology
- Provost Office (Data Science)
- Simmons School of Education & Human Development
- SMU Guildhall

Major (s): _____

Contact Information:

Mailing Address: _____

Phone: _____ Alternative Phone: _____

SMU Email Address: _____ Personal Email Address: _____

Leave Information:

Type of Leave (see page two for description of leave type):

- Personal Leave
- Service Leave
- Educational Leave
Institution/Org. Name: _____
- Transfer
Institution Name: _____

Complete and submit a Consent Form for Medical Withdrawal with Health Center

For Leave Options Only – Indicate Absence Period				
Leave Beginning Semester (check one):	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: _____
Projected Semester of Return (check one):	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: _____

Are you currently enrolled for the semester you are requesting leave? Yes No

Are you enrolled for a future term that has not yet begun? Yes No

Student Signature: _____ Date: _____

Dean/Director Signature: _____ Date: _____

Leave/Exit Checklist:

Complete If Applicable:

- Meet with the **International Student & Scholar Services Office** – if you an International Student holding a F1 or J1 visa; a leave may affect your visa status
- Meet with your **Financial Aid Advisor** – if you receive Federal Aid or Scholarships; a leave may impact your loan repayment; note aid deadlines for return semester
- Meet with **Student Financial Services/Bursar** – if you need to settle any debts on your student account; note deadlines for payment for return semester
- Meet with the **Student Conduct and Community Standards** – if you have a current or pending conduct violation
- Meet with the **Office of Residential Life & Student Housing** – if you are currently living in University Housing to discuss move-out timelines and requirements
- Meet with the **Health Center Director** – if you are requesting a Medical Withdrawal
- Meet with your **school records office (see list below)** – to discuss academic intentions; meet with Advisor prior to enrollment period for semester of your return

Types of Leave

Personal Leave of Absence

Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence. Reasons may include, but are not limited to, financial status; child care; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law.

Service Leave of Absence

A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. The student seeking a military leave of absence must provide the Office of the Dean and the University Registrar's Office with written documentation from the appropriate military authorities (including dates of the period of obligation). Additionally, students who will fulfill an alternative service experience (e.g. church mission work or Peace Corps) should also submit a service leave which should include documentation regarding when you will be expected to resume studies.

Medical Leave of Absence

A student who must interrupt study temporarily because of illness or injury may be granted a Medical Leave of Absence, contingent upon the submission of documentation from a health care professional confirming that the student is unable to engage in educational study. Such documentation must be submitted by the medical provider to SMU Health Center Director along with the Consent Form for Medical Withdrawal; it may include a statement as to when the student may be expected to resume studies. Authorization of a Medical Withdrawal by the SMU Health Center requires a multiple week time period.

In order to return to SMU from a medical leave, students must have a substantial period of time of medical/psychiatric stability which is documented by their treating clinicians and agreed upon by the appropriate director from SMU. In addition, the student who took a medical withdrawal for psychological/psychiatric reasons is expected to demonstrate the ability to manage life stressors as evidenced by activities such as taking a class at community college, getting a part time or full time job or doing volunteer work. Additional stipulations may be imposed on an individual basis as warranted. If a student has taken a medical withdrawal for mental health reasons, they must adhere to the agreed upon follow up treatment plan for six months following readmission. Failure to do so may result in a "Hold" being placed on a student's admission or in a student's being withdrawn for medical reasons.

Educational Leave of Absence

A student who wishes to pursue outside educational opportunities will submit an Educational Leave of Absence. Activities for educational leaves include Non-SMU approved study abroad or an Internship experience. If a student does not wish to return to SMU, it is instead considered a Formal Exit.

Transfer (Formal Exit)

If a student does not wish to return to SMU for completion of their undergraduate studies, this is considered a Formal Exit.

Campus Contact Information

Cox School of Business

214-768-3956 | gradcox@smu.edu | Fincher, 146

Dedman College of Humanities & Sciences

214-768-4345 | smugrad@smu.edu | PAB, 101

Dedman School of Law

214-768-2552 | lawregis@smu.edu | Storey, 125

Lyle School of Engineering

214-768-1456 | jdees@smu.edu | Caruth Hall, 257

Meadows School of the Arts

214-768-2754 | msa_sas@smu.edu | Owen Arts Center, 1120

Moody School of Graduate & Advanced Studies

| 214-768-4345 | smugrad@smu.edu | Moody Hall

Perkins School of Theology

214-768-2152 | jmonroy@smu.edu | Kirby Hall, 206

Provost Office (Data Science)

datascience@smu.edu

Simmons School of Education & Human Development:

214-768-7587 | sehd@smu.edu | Annette Caldwell Simmons Hall

SMU Guildhall

972-768-5130 | GuildhallDO@smu.edu | Ford Hall, 306M

International Student & Scholar Services

214-768-4475 | iss@smu.edu | Blanton Building, 216

Residence Life & Student Housing

214-768-2407 | Boaz Hall

Financial Aid

214-768-3417 | enrol_serv@smu.edu | Blanton Building, 119

Student Financial Services/Bursar

214-768-3417 | enrol_serv@smu.edu | Blanton Building, 119

University Registrar

214-768-3417 | registrar@smu.edu | Blanton Building, 101

Student Conduct and Community Standards

214-768-4563 | conduct@smu.edu | Hughes-Trigg, 205

What is a Leave Request?

A student may leave Southern Methodist University by either taking a leave of absence (leaving the university temporarily with the firm and stated intention of returning) or by formally exiting the university (leaving the university with no intention of returning). Students taking any type of leave must manage enrollment, which may include a withdrawal or cancellation, and complete this form to ensure all requirements are met to either conclude their experience with the institution or to preclude the requirement of reinstatement for return. Upon submission, this form will be processed and a student's status will be updated accordingly by the University Registrar's Office. All students should participate in an exit interview, and students formally exiting the institution should also complete a Formal Leave Survey.

Why do students take a Leave?

Students take a Leave for a variety of reasons including but not limited to illness, military service, family challenges, or purely personal reasons.

How long does a Leave last?

The length of your Leave depends upon what you note on your Leave Request form, which is not to exceed 24 months.

What SMU resources do I have access to while on leave?

Your SMU student ID card will not work on campus while you are on leave. You will not be able to access the Residence Halls, dining facilities, fitness facilities or parking facilities. You will still have access to your SMU email account as well as my.smu.edu.

How can I request an extension on my Leave?

You can request an extension by contacting the [University Registrar's office](#). Also, you will need to notify your school of record of the extension.

How many times can I extend my Leave?

The longest amount of time you can be out on leave before being discontinued is 24 months.

What happens if I do not return from my Leave as planned?

If you do not return as noted on your Leave Request and do not notify the institution of an extension, you may be discontinued and need to apply for reinstatement.

Do I need to complete a Student Petition for Withdrawal/Cancellation?

If you **do not** plan to complete the current semester and/or if you are enrolled for a future semester you will need to complete a Student Petition for Withdrawal/Cancellation.

What are the special circumstances for the Medical Leave?

Students **must** complete this process with the SMU Health Center prior to submission of a Leave Request Form.

A student who must interrupt study temporarily because of illness or injury may be granted a Medical Leave of Absence, contingent upon the submission of documentation from a health care professional confirming that the student is unable to engage in educational study.

Such documentation must be submitted by the medical provider to SMU Health Center Director along with the Consent Form for Medical Withdrawal; it may include a statement as to when the student may be expected to resume studies. Authorization of a Medical Withdrawal by the SMU Health Center requires a multiple week time period.

Can I begin my leave during the middle of the semester?

You can begin your leave in the middle of the semester. If you choose not to complete the semester you will also need to complete a Student Petition for Withdrawal/Cancellation.

If I take a Leave during the semester, will I receive a refund?

For information regarding the refund schedule visit the Bursar's Office website at <http://www.smu.edu/EnrollmentServicesBursar/Policies> or contact the Division of Enrollment Services at 214-768-3417.

What will happen to my financial aid award if I take a Leave?

Please contact the Office of Financial Aid for questions regarding financial aid and the effect Leave will have on merit awards and need-based aid.

May I take courses for credit at another institution during my Leave?

You may take courses at other institutions while on Leave, however, there is no guarantee coursework will transfer to SMU for credit nor go toward degree and graduation requirements. To ensure successful transfer you will need to complete an Advanced Approval of Transfer Work petition.

What do I need to do in order to return from my Leave?

If you return in the semester noted on your Leave Request form, you will receive your enrollment appointment time and date via my.smu.edu, and you can enroll in required courses for the semester of return.

Will a Leave appear on my transcript?

No. There will be no permanent notation of leave on your formal academic records.

Will a leave delay my graduation?

A Leave may delay graduation depending upon the requirements necessary for your degree. You can consult your Academic Advisor and/or Academic Records Office to find out how a Leave may impact your graduation date.