



Request for *Leave of Absence*

Complete this form to request a leave of absence before the beginning of the semester or during the first twelve weeks of the semester for which the leave is sought.

More detailed information about this petition process can be found on page 2 of the form. Please read over the information carefully.

Instructions:

- You must make an appointment with a counselor in MVR 172 (607-255-2532) to discuss your request with a Counselor (signature required below). Then return the completed form to the Registrar's Office in MVR 146.

Name: _____ Student ID #: _____

Cornell Net ID (email address): _____ Major: _____

Semester you are requesting a Leave of Absence for: Fall 20 _____ Spring 20 _____

Expected Graduation month/year: December May August 20 _____

Permanent Address: _____ Phone: _____

Choose one of the following:

_____ I do not plan to take courses, but will seek pre-approval should my intentions change.

_____ I plan to study with the intent of transferring credits back to my Cornell Degree. **Please complete the In Absentia petition available online at students.human.cornell.edu**

Student's Signature: _____ Date _____

FOR OFFICE USE ONLY:

Counselor Signature _____ Date _____

Registrar or Assistant Registrar's Signature _____ Date _____ PS

CAS approval (if after the 12th wk of classes): _____ Grant _____ Deny Date _____

Please see the online Courses of Study for additional policy information at www.courses.cornell.edu and University's tuition refund policy for leaves and withdrawals.



Important notes before going on leave

- If you are requesting a leave after the 12th week of the current term, you must have approval from the Committee on Academic Status.
- STUDY ABROAD CREDITS earned while studying abroad in the Fall or Spring semesters are NOT transferable.
- Students starting the academic year whose status is reported by the university as on Leave are not required to participate in Student Health Insurance Policy. Students on Leave are eligible to enroll in the SHIP if they were enrolled in the SHIP in the previous academic year. If the student is eligible, they must enroll through the student insurance office and pay the premium up front before the coverage is effective. Students who convert to on Leave status during the academic year cannot terminate the SHIP if they were enrolled before the status change.

Important notes for your return

- When you return to Cornell you must submit the Request to Return form to the Human Ecology Registrar's Office one month prior to the start of the semester that you wish to rejoin the College.
- If you wish to extend your leave beyond one term you must notify the Registrar's Office in writing or via email prior to the start of the term.