Request for Leave of Absence or Study In Absentia for a Semester

1. Please indicate your desired status:

   _____ In Absentia: To study at an accredited institution away from Cornell after matriculation in Human Ecology. It is a university policy that students registered In Absentia are automatically enrolled and billed for Student Health Insurance Policy. If a student has other coverage that meets university requirements, and does not wish to be enrolled in SHIP, a completed waiver form must be completed before the semester begins. An approved waiver will allow the student to waive SHIP participation.

   _____ On Leave: To request a leave before the beginning of the semester or during the first twelve weeks of the semester for which the leave is sought. 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.

2. Semester requesting in absentia or leave of absence: Fall 20____ Spring 20____

3. You must make an appointment with a counselor in MVR 172 to discuss your request with a Counselor (signature required on back page). Then return the completed form to the Registrar’s Office in MVR 146.

Name: ____________________________________________

Student ID #: ______________________ Cornell Net ID (email address): __________________________

Cornell Address ____________________________________________ Phone ______________________

Permanent Address ________________________________________ Phone ______________________

Which address should we send next semester’s Course Enroll materials to? ______________________

Major ____________________________________________ Option ________________

Expected Graduation: January/May/August 20____ My last day of class attendance is: __________

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 reverse side of this form.

Name & Location of the Institution where you plan to study In absentia:

________________________________________

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.

06/14/12
Instructions:

- 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.

- When you return to Cornell you must also notify the Registrar’s Office in writing 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.

To obtain approval to transfer credits back to Cornell:

1. List below the courses you want to study.
2. You may transfer up to a maximum of 15 In Absentia credits during your Cornell career.
3. Attach official course descriptions to this form. NOTE: These must be photo copied from college catalogs or printed directly from the Web. We cannot accept other types of course descriptions.
4. After completing your study you must request an official transcript to be sent directly from the Registrar at the institution where you study to the Human Ecology Registrar. [A grade of C- or better for each course is required to transfer credits back to Cornell.]

<table>
<thead>
<tr>
<th>Dept/Crs#</th>
<th>Title</th>
<th>Fulfill Degree Requirements</th>
<th># Credits</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1105</td>
<td>Introductory Biology</td>
<td>1.A. Natural Science</td>
<td>4.0</td>
<td>Grant/Deny</td>
</tr>
</tbody>
</table>

Applicant’s Signature: ___________________________ Date __________________

FOR OFFICE USE ONLY:

Counselor’s Signature ___________________________ Date ________________

DUS Signature (for studying major requirements) ___________________________ Date ________________

Registrar or Asst. Registrar’s Signature ___________________________ Date ________________ □PS

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

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06/14/12