



## LEAVE OF ABSENCE

A student desiring a leave of absence should meet with Dean Melissa Rose to obtain application forms and instructions. All students are eligible, provided they have not been dropped by the University and are not dropped at the end of the semester during which application is made. Leaves are granted for one semester or for a year. Applications should be completed before December 1 for a leave of absence during the spring semester, and before May 1 for a leave of absence during the fall semester (or for the academic year). A leave of absence will not be extended beyond one academic year. Return from leave is not automatic, but is subject to the conditions stated below.

The student must keep the Associate Dean informed of any change of address while on leave. Copies of the approved leave of absence form will be filed in the Office of the Associate Dean and Blair Academic Services, and one copy should be retained by the student. A student on leave of absence will be sent an email when the Registration Period begins for the intended semester of return. Final registration is contingent upon the fulfillment of the terms of the leave of absence. A student who fails to return to Vanderbilt at the completion of an approved leave, or who has failed to comply with the terms of the leave of absence, will be withdrawn from the University.

Students on leave of absence may be eligible for VU Student Injury and Sickness Insurance Plan. (See Student Health Website at [www.vanderbilt.edu/student\\_health](http://www.vanderbilt.edu/student_health))

## CATEGORIES AND CONDITIONS

### **I. STUDY ELSEWHERE**

A student who wishes to take a leave of absence to earn academic credit elsewhere must submit a proposal to the Curriculum Committee. The student should meet with the Associate Dean to determine the feasibility of the proposal. Approval of the overall plan by the Committee must be followed by the approval of specific courses by the appropriate department. The student must provide Blair Academic Services with course descriptions and syllabi. *All arrangements must be made in advance of the proposed term elsewhere.* **In order for the credit to be awarded**, an official transcript must be received by Blair Academic Services as soon as possible after completion of the work.

### **II. MEDICAL**

Upon advice of an appropriate medical authority, a leave may be granted for one or two semesters by the Associate Dean. **In order to return to Vanderbilt**, the student must present to the Center for Student Wellbeing, at least 45 days prior to the start of classes of the intended semester of return, a statement of clearance from appropriate medical authorities that the student is capable of resuming normal study. If appropriate, the letter should include specific recommendations for follow-up care at Student Health and/or the University Counseling Center at Vanderbilt

### **III. FINANCIAL**

Any student who feels that financial reasons prevent a return to Vanderbilt may be granted a leave of absence for one or two semesters by the Associate Dean. **In order to return to Vanderbilt**, the student must present to the Associate Dean, at least 45 days prior to the start of classes of the intended semester of return, a written statement that the student is capable of meeting the financial obligations of a full-time student.

### **IV. PERSONAL**

Any student who wishes to take a leave of absence for personal reasons, that is, for any reason other than those covered by the first three categories, should first confer with the Associate Dean. If, in the opinion of the Associate Dean, these personal reasons are valid and it would be in the interest of the student to leave the University at that time, a leave of absence for one or two semesters may be granted. Valid reasons might include such items as desire to travel, desire to work in a special program or project without academic credit, family problems, or desire to simply "find one's self" or gain a sense of direction. **In order to return to Vanderbilt**, the student must register by the deadline for the intended semester of return. In addition, the student must present to the Associate Dean, at least 45 days prior to the start of classes of the intended semester of return, a written statement detailing activities while on leave.



### REQUEST FOR LEAVE OF ABSENCE

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**STUDENT NAME** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Classification** (circle one)      Freshman      Sophomore      Junior      Senior

**Anticipated Date of Graduation (circle month):** Aug      Dec      May      **Indicate Year:** \_\_\_\_\_

**Primary Major** \_\_\_\_\_

#### STUDENT CONTACT INFORMATION WHILE ON LEAVE:

Non-Vanderbilt Email address \_\_\_\_\_

Postal Address \_\_\_\_\_

*(Be sure this address is accurate. If unknown, notify the School as soon as it is determined.)*

Phone number(s) \_\_\_\_\_

#### BASIS UPON WHICH LEAVE IS REQUESTED (CHECK ONE):

- Study elsewhere** (transfer credit approval required in advance of the proposed term)
- Medical** (medical and academic clearance required to return)
- Financial** (financial clearance required to return)
- Personal** (academic clearance required to return)

Term leave of absence will begin: \_\_\_\_\_

Term student plans to return from leave: \_\_\_\_\_

#### EXPLANATION (USE SEPARATE SHEET IF NECESSARY):

#### SIGNATURE OF STUDENT

I am familiar with the policies of my school concerning leave of absence and understand fully the terms of my leave and the conditions upon which I may return.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Blair Associate Dean*

\_\_\_\_\_  
*Date*