

UNIVERSITY OF HAWAII AT MANOA

UNDERGRADUATE LEAVE OF ABSENCE APPLICATION

WHO MAY SUBMIT THE LEAVE OF ABSENCE APPLICATION

Continuing classified students in good academic standing (fully admitted and neither on probation nor subject to suspension or dismissal) may apply for a leave of absence for a specified period of one or two semesters. Students may not take more than two regular semesters of leave before graduation.

Students who take an approved leave of absence will continue to be subject to the core, major, and graduation requirements in effect at the time that their leave begins. **Students must return to the same college, major, and degree program they left.** The granting of a leave of absence indicates a continuing relationship with the university, which allows students to resume studies at a specific time without applying for readmission.

WHEN TO SUBMIT THE LEAVE OF ABSENCE APPLICATION

To apply for a planned leave for the upcoming semester, students must submit this application prior to the beginning of the semester in which the leave is to be taken. If the leave is for the current semester, this application for a leave can only be submitted at the time of complete withdrawal from the University.

WHERE TO SUBMIT LEAVE OF ABSENCE APPLICATION

Students must submit this form to their School/College Student Academic Services Office.

TO BE COMPLETED BY STUDENT

PLEASE TYPE OR PRINT CLEARLY

SOCIAL SECURITY NUMBER:

LEGAL NAME:

BIRTHDATE:

_____ - _____ - _____
 FAMILY / LAST FIRST FULL MIDDLE MONTH / DAY / YEAR

INDICATE FIRST SEMESTER ON LEAVE OF ABSENCE	
FALL 20 _____	SPRING 20 _____

INDICATE SEMESTER OF RETURN	
FALL 20 _____	SPRING 20 _____

Please read the following and sign below.

- I understand that I must notify the Admissions & Records Office (Residency Officer) of any change in my residency status for tuition purposes.
- I understand that it is my responsibility to provide up-to-date address information while I am on Leave of Absence. Address changes are to be submitted in writing to Admissions & Records Office, Records Section. Student Services Center, Room 010, 2600 Campus Road, Honolulu, HI 96822.
- I understand that I must return to the same college, major and degree program I left.
- I understand that if I do not reenroll for the approved semester of return, as indicated above, I will be considered to have withdrawn without notice; and will be required to apply for readmission using the Common Application Form; and will be subject to the core, major and graduation requirements in effect at the time of re-enrollment.
- I understand that if I enroll in any other college or university during my leave of absence I must apply as a transfer student using the Common Application Form and have official copies of my transcripts sent to the Admissions and Records Office in accordance with regular application deadlines.
- For students currently enrolled: I understand that should I be placed on probation, suspension, or dismissal my leave will be cancelled and I will be required to reapply using the Common Application Form.
- Address on Oahu where registration materials for the semester of my return will be sent. If the address is not on Oahu, your registration materials will be available for pick-up at Student Services Center, Room 010.

ADDRESS – STREET NUMBER/APT. CITY STATE ZIP CODE PHONE
 _____ _____ _____ _____ (____) _____

Student's Signature

Date

TO BE COMPLETED BY STUDENT ACADEMIC SERVICES DEAN

This student is fully admitted and is in good academic standing: neither on probation nor subject to suspension or dismissal. A Leave of Absence is: _____ APPROVED _____ DENIED

Student Academic Services Dean's Signature

Date

Original to: A&R
 Copy to: SAS Office
 Student

<p><u>For A&R Office use only (Records)</u> H8: Last semester of attendance _____ (must be continuing student) if not, contact supervisor AI: present ACT _____ ACT Date _____ AI: before sem. Begins ACT must be 07 or 21; after sem. Begins ACT must be 28. Hold one week for CWD than contact SAS. If no CWD, contact Supervisor.</p>	<p>AP: Leave = A LV _____ RTN _____ RE: before sem. begins: early reg. cancelled _____ DA: Address changed: _____ YES _____ NO Initial _____ Date _____</p>
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