



Name: _____ FSU ID #: _____ Date of Birth: _____

Street: _____ Department: _____

City: _____ State: _____ Major: _____

Province: _____ Country: _____ FSU Email: _____

Zip: _____ Phone: _____ Personal Email: _____

Have you ever been on an Undergraduate Leave of Absence at Framingham State University? Yes No

If yes, last semester of leave: _____ Are you currently enrolled? Yes No

I am requesting a Leave of Absence from (add the year): Fall 20____ OR Spring 20____

Reason(s) for the Leave are:

Personal (please check one): Family Obligations Financial Military
(Family Obligations and Financial leaves are not valid for students on F or J visas unless leaving the U.S.)

Academic: _____
(please explain)

Medical: _____
(please explain)

I have read the Leave of Absence Policy and agree to abide by the terms.

Student Signature: _____ Date: _____

Students on F or J visas, need to meet with the Executive Director of International Education. Per United States Government regulations, you may not remain in the United States if you wish to go on leave for financial or family reasons, or for a medical reason other than your own.

Visa discussion completed: _____ Date: _____

Signature of Director of International Education

Dean of Students: Meet with a staff in the Dean of Students Office (Room: CC 504); discuss Leave of Absence Policy.

Dean of Students Signature: _____ Date: _____

Residence Life: If living in university housing, meet with the Office of Residence Life to receive move out procedures.

Campus Address: _____

Residence Life Signature: _____ Date: _____

Financial Aid: Meet with a counselor at the Office of Financial Aid / Student Services Center (Room: CC 515)

Financial Aid Signature: _____ Date: _____

Student Accounts/Bursar: Meet to review the Refund Policy statement on the Student Accounts webpage.

Bursar's Office Signature: _____ Date: _____

University Registrar: Submit this form to the University Registrar in the Student Services Center (Room: CC 515). A student is not officially on Leave of Absence from the University until this form has been completed and has been validated by the Office of the University Registrar.

University Registrar Signature: _____ Date: _____

For Office of the University Registrar Use Only:

Effective Term/Date: _____ Processed by _____ Date _____

Undergraduate Program Leave of Absence Request

Policy

A Leave of Absence (LOA) is a temporary interruption of one's studies at Framingham State University (FSU) for either the Fall or Spring semester of the Academic Year (*Intersession and Summer terms are excluded*) for which the matriculated undergraduate student does not choose to enroll in classes. A Leave of Absence is related only to the student's continued enrollment at the University and is not recognized by federal regulations.

Students may choose to request a Leave of Absence (LOA) from the university for a period of time not to exceed two consecutive major semesters (Fall and Spring) at a time. A student may request up to four (4) Leaves of Absence (LOA) during their enrollment at the University.

Students seeking a Leave of Absence must meet the following criteria:

- Be matriculated and enrolled with no more than one semester break prior to the requested Leave of Absence;
- Have no pending University disciplinary action.

Students granted an LOA retain their admitted student status and remain eligible for the following privileges:

- Retain the University program requirements in place for their academic programs at the time of their first semester at Framingham State University (FSU);
- FSU student e-mail and myFramingham access;
- Priority and self-registration for the approved semester of return.

Students granted LOA are not considered registered students and as non-enrolled students are not eligible for:

- Financial aid disbursements during the semesters while on LOA. Students on an LOA are reported to lenders and loan service agencies as "not enrolled" and need to contact lenders for information on possible repayment requirements.
- Enrollment verification since they are reported as "not enrolled," which could affect eligibility for health insurance, etc.
- Use of Campus Facilities, Fitness Center, Computer Labs, Student Health Services, or Whittemore Library access and borrowing privileges.
- Campus Housing during their LOA.
- Not eligible to participate in varsity or intramural athletics, student clubs or any FSU sponsored activity or organization.

Students requesting an LOA prior to the end of the Course Withdrawal Period are subject to the following:

- A possible reduction in their Financial Aid Award for the semester.
- A possible increase in the balance due on their Student Account.
- If a veteran, military education benefits may be impacted.

When returning from a Leave of Absence, a student is expected to:

- Follow the degree requirements as identified in the catalog at the time the student originally matriculated. The academic department may authorize an exception.
- Meet with the academic advisor and obtain their registration PIN.
- Address any outstanding financial obligations to the University.
- Register for courses.

Students who do not return following the approved term for their LOA, or those students who did not apply for LOA, are no longer considered matriculated and need to apply for Re-Admission to the University if they wish to continue their coursework. Re-Admitted students do not retain their original Catalog year program requirements and must follow the most current requirements for the degree and their major.

Undergraduate Program Leave of Absence Request

Eligibility Requirements

To be considered for a Leave of Absence, students must be eligible to register for classes and meet the following criteria:

1. Be a matriculated degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the LOA.
 - o Students who are participating in an FSU-sponsored study abroad program need not apply for an LOA; however, students who are participating in a non-FSU-sponsored study abroad program should take advantage of the LOA policy, if eligible.
3. Be eligible to attend - cannot be on academic suspension at the end of the semester immediately prior to the beginning of the LOA.
4. Have no hold (e.g., pending disciplinary status, financial, etc.) which would restrict registration. *Note: Students with financial holds cannot be given consideration for an LOA.*

Timeline

A Leave of Absence request must be submitted to the Office of the University Registrar no later than the end of the Course Add/Drop period for the fall or spring semester. The University Registrar makes the final decision to approve or deny a request for an LOA based on the aforementioned criteria.

Students requesting a Leave of Absence after the end of the Course Add/Drop and before the deadline to Withdraw from the University before will need to submit the request to the Dean of Students. The Dean of Students makes the final decision to approve or deny a request for an LOA after consulting with the University Registrar.

Registration information will be sent to the FSU email account and personal email account on file prior to the start of the next registration period and also approximately two weeks prior to the term the student is scheduled to return.

In order to remain active in the program before the Leave expires, the student must enroll in courses for the upcoming semester. The student may request to extend the Personal Leave of Absence for one (1) consecutive semester and must do so before the end of the Course Add/Drop period. Should the student not register once the Leave expires, the student will become Inactive (non-matriculated) at the University and will need to apply for Re-admission in order to resume his/her program of study.



Framingham
State University

Office of the University Registrar
**Undergraduate Program
Leave of Absence Request**