

## Filing a Leave of Absence

You may request a Leave of Absence for one or two terms (not including summer) from your enrollment at the University, or the total period of active duty for those called to active military service. A total of four (4) terms of approved leave are allowed during an undergraduate career. Securing a Leave of Absence will preserve your status as of the time you begin your leave and will eliminate any re-application process or paperwork when you return. It will also keep your UB e-mail account active for the entire length of your leave.

**Please note: If you are a Title IV loan recipient and fail to return from a Leave of Absence, your grace period for your Title IV program loan might become exhausted. Please consult with a Financial Aid Advisor if you have any questions regarding repayment of Title IV loans (e.g. Federal Stafford Loans and Federal Perkins Loans).**

## Leave of Absence Criteria:

1. You may not have any DIS (Disciplinary) Service Indicators on your record.
2. You must possess a U.B. GPA of 2.0 or more
3. Students convicted of felonies while enrolled at U.B. are not eligible for a Leave of Absence.
4. First semester students with all W or R grades are eligible for a Leave of Absence beginning the following semester.
5. You must formally apply for a Leave of Absence and have it approved by your Academic Advisor. Once approved, your leave information will be coded into the HUB system to hold your place and provide easy re-entry at the end of your leave period. Forms submitted without Academic Advisor approval will not be processed.
6. You should apply for a Leave of Absence as early as possible before the term during which you wish to begin your leave.
7. **The last date to apply for a Leave of Absence is the seventh day of classes of the first term you are requesting your leave. This includes Saturdays, but not Sundays or holidays. Deadline dates for each semester will be posted in the Student Calendars on the Registrar website.**
8. You should meet with your Academic Advisor just prior to your leave term begins, especially if you intend to later transfer course credits to U.B. If you attend another college or university during your leave period, you must have an official transcript forwarded to U.B. within 6 weeks of your return. The credits will be evaluated as transfer credit. Use TAURUS, <http://taurus.buffalo.edu>, to see if courses taken at other institutions will be accepted as UB courses.
9. Students may choose to return early from their Leave of Absence. The student or their advisor should send an e-mail to HUB-TERM-LIST@LISTSERV.BUFFALO.EDU that contains the student's name, person number and the semester in which they would like to return for. The student will then have their record updated and will be assigned an enrollment window.
10. **Students requesting a Leave of Absence due to military service must attach a copy of their orders with the leave request if the leave is to exceed 4 semesters.** If you need to extend your Leave of Absence beyond the maximum two terms, or approved duration of U.S. military service, you will need to formally request this from an advisor.
11. Leaves of Absence **cannot** be approved retroactively. If you leave the university and do not have an official Leave of Absence or exceed the period approved for your leave, you will need to fill out a Re-entry Form with the Office of Admissions. That form is located at <http://admissions.buffalo.edu/pdf/reentryapplication.pdf>. Upon re-admittance, you will be obligated to follow academic policies and will have to re-apply to your academic major department.
12. Students who are ineligible for a Leave of Absence, but who leave UB, must complete the Admissions Re-entry form, should they wish to return.
13. International Students must speak with an advisor in International Student and Scholar Services before filing a Leave of Absence. 210 Talbert Hall. 716-645-2258.
14. Students participating in Study Abroad must register with the Study Abroad office before filing a Leave of Absence. 210 Talbert Hall. 716-645-3912.
15. Students finding it necessary to rescind a Leave of Absence may do so by E-Mailing the Office of the Registrar via their UBITE-Mail address. The Office of the Registrar E-Mail address is [ubregistrar@buffalo.edu](mailto:ubregistrar@buffalo.edu).

Completed, signed and approved Leave of Absence forms can be submitted to the Office of the Registrar:

**In Person:** Registrar at 1Capen, Capen Hall

**By Postal Mail:** University at Buffalo, Registrar at 1Capen, Capen Hall, Buffalo, NY 14260

**ByFax:** 716-645-7762

# Undergraduate Leave of Absence Request

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ UB ID Number: \_\_\_\_\_

UBE-mail Address: \_\_\_\_\_ This is where you will be contacted, if necessary, during your Leave of Absence.

Phone during Leave: \_\_\_\_\_  
Term Leave Begins: Spring 20 \_\_\_\_\_ Term Returning: Spring 20 \_\_\_\_\_  
(enter year) Fall 20 (enter year) Fall 20

International Student? Yes No If yes, you must first speak with an International Student Advisor in 210 Talbert Hall.  
Study Abroad? Yes No If yes, you must register with the Study Abroad Office in 210 Talbert Hall.

**Reason for Leave - Action Reason - (please check one):**

- |   |  |
|---|--|
| <input type="checkbox"/> Class Availability                             | <input type="checkbox"/> ITU Program (Istanbul Technical University) |
| <input type="checkbox"/> Degree Not Conferred                           | <input type="checkbox"/> Military Service                            |
| <input type="checkbox"/> Employment                                     | <input type="checkbox"/> Religious Service                           |
| <input type="checkbox"/> Family Issue                                   | <input type="checkbox"/> Singapore Programs                          |
| <input type="checkbox"/> Family Medical                                 | <input type="checkbox"/> Student Medical                             |
| <input type="checkbox"/> Federal Foreign Aid Service (e.g. Peace Corps) | <input type="checkbox"/> Study Abroad, Non-SUNY Program              |
| <input type="checkbox"/> Financial                                      | <input type="checkbox"/> Transfer                                    |
| <input type="checkbox"/> Internship                                     |  |

Signature\* of Student: \_\_\_\_\_ Date: \_\_\_\_\_

\*Must be an actual signature and not typed information

**To be completed by academic advisor**

Verify and check each item:

1. U.B. GPA 2.00 or above \_\_\_\_\_ If no, student is first semester UB student with all R or W grades \_\_\_\_\_
2. Student has not registered or has dropped courses \_\_\_\_\_
3. Student does not have a DIS Service Indicator \_\_\_\_\_

Advisor Name (please print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor Location: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

International Student Advisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

International Student Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Study Abroad Office**

Study Abroad Representative Name (please print): \_\_\_\_\_

Study Abroad Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Registrar Office Use Only:**

Verify #1, 2 & 3 \_\_\_\_\_ LOA Entered: \_\_\_\_\_ RET LOA Entered: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_