

# UNDERGRADUATE LEAVE OF ABSENCE

**Instructions:** If you need time off because of extenuating circumstances, you may request a leave of absence. You may take a leave for no more than two semesters. **For approval, return your leave request to your academic dean's office.** If denied, you may withdraw. (University Manual 8.42.20)

Name: \_\_\_\_\_

URI ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Your College (Check one):**

- University College for Academic Success
- Arts and Sciences
- Business
- Engineering
- Environment & Life Sciences
- Feinstein Education & Professional Studies
- Health Sciences
- Nursing
- Pharmacy

**Reason (Check all that apply):**

- Academic Performance
- Financial
- Military
- Medical
- Work
- Other (describe)

**Pick A or B: I plan to start my leave:**

**A** Today

OR

**B** At the end of Spring Summer Fall J Term in the year \_\_\_\_\_

**I plan to return:**

Start of Spring Summer Fall J Term in the year \_\_\_\_\_

**STUDENT SIGN below to indicate you read and understand the**

**following:**

- If my leave starts during the current semester, my classes will be dropped and I will receive Ws if the leave is after the W deadline (Manual 8.34.10).
- A leave does not clear my bill. I will be billed based on my last day of attendance as verified by Enrollment Services.
- I may lose eligibility for scholarships (e.g. Centennial & Talent Development).
- Students on leave generally start repaying student loans. I will contact my lender for specific rules.
- I may lose my health insurance. I will contact my insurance provider with questions.
- I may lose URI campus housing. I have informed the Office of Housing and Residential Life of my intent to take a leave (401-874-4151). Housing is not guaranteed upon return.
- If I am a student in the US on a visa, I informed the Office of International Students and Scholars of my intent to take a leave (401-874-2395).
- It is my responsibility to register for classes using e-Campus for the semester I plan to return.

**Student Signature:** \_\_\_\_\_ (must be signed, not typed) Today's Date: \_\_\_\_\_

**Academic Dean Use Only**

Approved Denied New Expected Graduation Term: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ (must be signed, not typed) Today's Date: \_\_\_\_\_

**PLEASE CONTACT THE APPROPRIATE DEAN'S OFFICE FOR  
APPROVAL OF YOUR LEAVE OF ABSENCE.**

Students in non-degree programs are not eligible for a leave.

**College of Arts & Sciences**  
Office of the Assistant Dean  
Chafee Social Science Center  
142 Flagg Rd. Kingston RI 02881

**College of Business**  
Office of the Assistant Dean  
Ballentine Hall  
7 Lippitt Rd. Kingston RI 02881

**Feinstein College of Education &  
Professional Studies**  
Office of the Assistant Dean  
Chafee Social Science Center  
142 Flagg Rd. Kingston RI 02881  
Shepard Building  
80 Washington St. Providence RI 02903

**College of Engineering**  
Office of the Assistant Dean  
Bliss Hall  
1 Lippitt Rd. Kingston RI 02881

**College of the Environment &  
Life Sciences**  
Office of the Assistant Dean  
Center for Biotechnology & Life Sciences  
120 Flagg Rd. Kingston RI 02881

**College of Health Sciences**  
Office of the Assistant Dean  
Quinn Hall  
55 Lower College Rd. Kingston RI 02881

**College of Nursing**  
Office of the Assistant Dean  
White Hall  
39 Butterfield Rd. Kingston RI 02881

**College of Pharmacy**  
Office of the Assistant Dean  
Avedisian Hall  
7 Greenhouse Rd. Kingston RI 02881

**University College for Academic  
Success**  
Office of the Assistant Dean  
Roosevelt Hall  
90 Lower College Rd. Kingston RI 02881