

Request for Leave of Absence from an Undergraduate Degree

Leave of Absence

Under special conditions, Undergraduate students may be granted one leave of absence. All requests for a Leave of Absence should be put in writing to the Associate Dean of Undergraduate Studies. The length and rationale for the leave of absence must be approved by the Associate Dean. If approved, the time of the leave shall not count against the total time allowed for the degree (statute of Limitations) being sought by the student.

To request of leave of absence, you must complete the second page of this form and submit it to Student Services on the 4th floor of Forbes Tower.

Note: If the reason for your leave is medical in nature, a formal note from a Doctor must be included with this form.

Upon approval:

- Student services will send a copy of the approved form to you and your advisor via email.
- A hold will be place on your PeopleSoft account to block enrollment until Student Services is notified of your return.
- If you are enrolled in the term your leave of absence is to begin, it is the responsibility of the student and advisor to notify all instructors of the leave of absence so they assign the proper grade of a “G” for the course(s).
- The student and the instructors who will be issuing a “G” grade will need a submit to Student Services, ASAP, a **Completion Agreement of a G Grade Form for each course**. This can be found on the SHRS Website under Current Students/Forms.
- The student will have one year to complete the work for the “G” grade(s), at time of completion the instructor will submit a change of grade form to Student Services.

Upon Return:

- The student must contact the Director of Student Services, Registrar for SHRS, of their return so the hold can be lifted from the PeopleSoft Account.
- If leave was for medical reasons, the student must provide a Doctor’s note to clear them for return.

Request for Leave of Absence from an Undergraduate Degree

Name: _____

People Soft #: _____

Pitt Email: _____

Department: _____

Degree: _____

Advisor's Name: _____

Have you spoken to your advisor regarding the request for a Leave of Absence? Yes or No

Term in which you are requesting your leave of absence to start: _____

Term in which you are expected to return: _____

Reason for leave: (Please use a separate sheet if you need more space)

If this is a medical leave, have you attached a Doctor's note to this form: Yes or No

If not, why:

Are you currently enrolled in the term you are asking for the leave? Yes or No

Your request will be forwarded to the Associate Dean of Undergraduate Studies for approval. The student and the advisor will be notified via email of the approval.

Approval: _____ Date: _____

Associate Dean of Undergraduate Studies

Student Services Section

Has a hold been placed on Student Account: Yes or No

Have you sent a copy of the approved leave to the student and advisor: Yes or No

Have you received the Doctor's note:

To begin leave: Yes or No

To return from leave: Yes or No