

Request for Leave of Absence from an Undergraduate Degree

Updated 4/2019

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:

- **Physically to Student Services on the 4th floor of Forbes Tower**
OR
- **Electronically via email to Kellie Beach (KBeach@pitt.edu).**

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 in Peoplesoft.

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.

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Name:

Peoplesoft ID:

Pitt Email:

Department:

Degree:

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:

If not, why:

Are you currently enrolled in the term you are asking for the leave?

Please take this form to your advisor for signature

Advisor's Name:

Advisor's Signature of Approval:

Advisor Comments:

Submit completed form to Student Services for Dean approval.

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

Hold placed on Student Account:

Copy of the approved leave sent to the student and advisor:

Have you received the Doctor's note: To begin leave:

To return from leave: