

**NOTICE OF WITHDRAWAL/PETITION FOR LEAVE OF ABSENCE**

**LEAVE OF ABSENCE:** An official Leave of Absence is an approved, limited suspension of a degree program during the Fall and/or Spring semester only. A student must be in good standing to take time off and return to the University without applying for readmission. A leave does not constitute grounds for an extension of the time limit for degree completion. Leaves may be granted for up to one year. Students who fail to return (or fail to obtain permission to extend their Leave at the end of the approved term) and who wish to return at a later date will be required to apply for readmission under the admission and program requirements in effect at the later date. Generally, a Leave will not be granted to students who are approaching the limitation of time for program completion; to doctoral students who have been advanced to Candidacy; or to Master's students who have completed all coursework and are working on the thesis. Students on academic probation normally are not eligible for Leave.

**WITHDRAWAL:** Withdrawal is effective on the date that the completed form is received in the Graduate Records Office (F106). A student whose enrollment is interrupted for one or more semesters (excluding Summer and Intersession) must apply for readmission, unless a current and approved Leave of Absence is on file. Consult the Academic Calendar in the current Graduate Bulletin for the tuition refund schedule and the deadline for withdrawal from classes.

**\*\*If you plan to return to USD in the near future, you should petition for a leave of absence to avoid the reapplication process. In this case, you will also need to complete the PETITION FOR LEAVE OF ABSENCE section on this form.**

NAME			USD ID No.		
ADDRESS			SOCIAL SECURITY No.		
CITY	STATE	ZIP	PROGRAM		
DAY PHONE		EVENING PHONE		DATE OF LAST ATTENDANCE	
Are you on a F1 or J 1 visa? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did you live on campus this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you received Financial assistance administered through USD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Financial Assistance received: <input type="checkbox"/> Loan <input type="checkbox"/> Grant <input type="checkbox"/> Fellowship <input type="checkbox"/> Assistantship <input type="checkbox"/> Employment <input type="checkbox"/> None					

**LEAVE OF ABSENCE**

- 1 Because students are not registered during a Leave, they may not be eligible for the campus privileges for which a current ID card is necessary.
- 2 Financial aid and international student visas are typically suspended for students on Leave; and the Leave may trigger the beginning of the loan repayment period for students with loans.
- 3 Students beginning a Leave during a term of matriculation must also terminate their current registration by filing out the Withdrawal section on this form.

Requested date/term to begin Leave: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Expected return date/term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Sum. \_\_\_\_\_

Reason for requesting Leave of Absence:

- Medical  Prepare for dept. exam  
 Attend USD Law School  Summer only student  
 Other (specify) \_\_\_\_\_

STUDENT'S SIGNATURE	DATE	<b>OFFICE USE ONLY</b>
INTERNATIONAL RESOURCES ADVISOR <small>(Foreign Students Only)</small>	DATE	
ADVISOR'S SIGNATURE	DATE	Cumulative Units:
PROGRAM DIRECTOR	DATE	Cumulative GPA:
COLLEGE SCHOOL CLEARANCE	DATE	No. of Semesters:
		Extension? <input type="checkbox"/> YES <input type="checkbox"/> NO

**WITHDRAWAL**

**Please check and complete any categories below that apply.**

I wish to:

- WITHDRAW from USD at the end of the current semester. I WILL NOT BE RETURNING.  
 WITHDRAW from USD and all courses for which I am currently enrolled or pre-registered. I WILL NOT BE RETURNING TO USD.  
 WITHDRAW from all current courses (circle one) FALL/SPRING for which I am registered or pre-registered and PETITION FOR A LEAVE OF ABSENCE. (You will need to complete information on left side of this form.)  
 Request (circle one) REFUND CHECK (if applicable) CREDIT TO MY ACCOUNT (if applicable.)

Reason for withdrawing (choose one):

- Financial  Medical  
 Academic (please explain): \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

This form must be completed and approvals secured prior to submitting it to the Graduate Records Office for final processing. Completed petitions should be submitted to the University of San Diego, Graduate Records Office, Founders Hall 106, 5998 Alcalá Park, San Diego, CA 92110-2492. For questions please call 619 260-2217. I have read the above information, understand it, and certify that the facts I have provided are true.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_