

Center for Student Success
Undergraduate Student
Leave of Absence Form

University of San Diego
5998 Alcala Park, University Center 114
San Diego, CA 92110
619-260-5995/FAX: 619-260-5970

INSTRUCTIONS: Complete the application for leave of absence and survey, then sign and date form

Last Name _____ First Name _____ USD ID # _____

Address _____
Number Street City State Zip

Phone _____ E-mail _____

Major _____ Campus Residence-Bldg. & Rm# _____

☐ I am a student athlete on an Intercollegiate Athletic Team

☐ INTERNATIONAL STUDENTS: I am on a **VISA** and am not a permanent resident of the U.S.

International Students and Scholars: _____ Date: _____

LEAVE INFORMATION

**** My last day of class attendance was/will be: ____/____/____ ****

*Note: Leave of Absence requests must be submitted by the last day to withdraw from classes (see Academic Calendar)

Requested term(s) (1 or 2) for Leave: FALL, 20____ SPRING, 20____

Expected return term: FALL, 20____ SPRING, 20____

Withdraw from all classes for which I am pre-registered or registered: FALL, 20____ SPRING, 20____

If you are taking a leave of absence to attend a study abroad program offered by another institution, please provide the following information (do not complete if USD sponsored program):

Institution offering the study abroad program: _____

Country where study abroad program is located: _____

Semester for study abroad (circle one): FALL/SPRING 20____

LEAVE OF ABSENCE STUDENT SURVEY: Please indicate how much each of the following influenced your decision to apply for a leave

Scale: 1= Not a Reason 2=Minor Reason 3=Major Reason

	Not 1	Min. 2	Maj. 3
1. Courses	1	2	3
2. Student loans	1	2	3
3. Want to be closer to home	1	2	3
4. Personal health/medical reasons	1	2	3
5. University is not Catholic enough	1	2	3
6. Cost of campus housing	1	2	3
7. Grades	1	2	3
8. Desired major is not offered	1	2	3
If #8 is a major or minor reason, please specify desired major: _____			

9. Roommate(s)	1	2	3
10. Atmosphere in residence halls	1	2	3
11. Ethnic diversity	1	2	3
12. Lack of financial support from family	1	2	3
13. Course instructors	1	2	3
14. Tuition	1	2	3
15. Not satisfied with major/intended major	1	2	3
If #15 is a major or minor reason, please specify major/intended major: _____			

16. Student culture	1	2	3
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17. Faculty advisor	1	2	3
18. Connection with peers	1	2	3
19. Family problems	1	2	3
20. Financial Aid	1	2	3
21. Quality of teaching	1	2	3
22. University is too Catholic	1	2	3
23. Connections with faculty	1	2	3
24. Intellectual climate	1	2	3
25. Emotional stress	1	2	3

	Not 1	Min. 2	Maj. 3
26. Economic diversity	1	2	3
27. Need a temporary break from studies	1	2	3
28. Not enough student activities of interest	1	2	3

Educational Plans: Do you plan to take courses at another school during your leave of absence? (check one)

- ☐ I plan to take courses at a community college
☐ I plan to take courses at another university
☐ I do not plan to attend another school during my leave

If you will be taking courses elsewhere, what school do you plan to attend? _____

Please indicate if any of the following will be a primary way you plan to spend your leave of absence.

- ☐ Obtain job experience
☐ Volunteer
☐ Pursue community/public service activities
☐ Travel

Single most important reason for taking a leave of absence:

Likelihood of returning to USD after your leave of absence (check one):

- ☐ Highly Likely
☐ Likely
☐ Uncertain
☐ Not Likely

I HAVE READ THE ABOVE INFORMATION, I UNDERSTAND IT, AND I CERTIFY THAT THE FACTS I HAVE PROVIDED ARE TRUE.

Student's Signature _____ Date: _____

For Office Use Only

CSS Official: _____

Submission Date: _____

CSS Official Leave is APPROVED/DENIED: _____

Distribution: White--Center for Student Success

Yellow--Student