

University of San Diego

Undergraduate Student Withdrawal/Leave of Absence CHANGE OF STATUS Form

Name _____

Address _____

Number Street

City State Zip Code Phone Number

USD ID # _____

Social Security # (optional) _____

Major _____

Campus Residence-Bldg. & Rm # _____

INSTRUCTIONS: Complete the appropriate CHANGE OF STATUS option, sign and date form.

Option #1: REQUEST FOR LEAVE OF ABSENCE EXTENSION

I am currently on a Leave of Absence for the FALL, 20 ____ SPRING, 20 ____ semester.
I would like to request an extension of my Leave of Absence for the FALL, 20 ____ SPRING, 20 ____ semester.

(*Note: According to university policy, students can request a maximum of two consecutive semesters for a leave of absence. Any student who will be gone for more than two consecutive semesters must apply for readmission.)

Option #2: NOTIFICATION OF EARLY RETURN FROM LEAVE OF ABSENCE

I am currently on a two semester Leave of Absence for the FALL, 20 ____ SPRING, 20 ____ semesters.
I would like to request an early return for the FALL, 20 ____ SPRING, 20 ____ semester.

Option #3: LEAVE OF ABSENCE/WITHDRAWAL FORM REVERSAL

I would like to reverse the form I recently submitted for the FALL, 20 ____ SPRING, 20 ____ semester requesting:

- A) Complete withdrawal from the University of San Diego. I will continue my enrollment at USD.
 B) Leave of Absence. I will not take a leave of absence for the terms requested on my previous form.

(Note: After submitting the original form all of your courses were dropped. You will need to register for courses.)

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 Services: _____ Date: _____

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

Student Signature _____ Date _____

* For Office Use Only *

CSS Official: _____
Submission Date _____

CSS Official: Leave is APPROVED/DENIED _____

Distribution: White -- CSS

Yellow -- Student