

Undergraduate Leave of Absence Acknowledgement Form

A leave of absence (herein LOA) is defined as an interruption in a student's enrollment with the intent to return to their studies at Brandeis at a later time. Any degree-seeking student may request a leave of absence for personal or health reasons.

This form contains **relevant policies** for students taking a leave of absence from the university. *Please review each line carefully before acknowledging the form and reach out to your Academic Services advisor if you have any questions.*

Academic Policies:

- If I take a leave of absence during an active semester or am leaving on academic probation, my request for return will be heard by the Committee on Academic Standing (COAS). Academic Services advisors will inform me of the materials needed and timeline for this process.
- I understand my graduation term will be adjusted to reflect the number of semesters I have been away. I will consult with my academic advisor if it is feasible for me to graduate earlier than this new term.
- Academic Services will communicate my leave of absence status to the Registrar's Office. If I leave during an active semester, courses in progress will be assigned a 'W' (withdrawal notation) if my leave is processed after the last day to drop a class. Marks of 'W' do not impact my GPA.
- I understand that if I have not communicated my intent to return to Brandeis after two years (or four semesters), my leave of absence will be converted to a withdrawal.
- I must finish all incomplete written work or exams by agreed-upon deadlines with my instructors. Any petition to return will not be reviewed until all excused incompletes (EIs) or excused absences (EAs) are resolved.
- I have reviewed the [leave of absence transfer credit policy](#). I understand I can transfer up to 8 credits from pre-approved courses per fall/spring semester while on a leave of absence. Please note: students who were accepted to Brandeis as first-years may transfer a maximum of 16 total credits from [external sources](#). Students accepted to Brandeis as [transfer students](#) may transfer in no more than 64 units of external credit.

Financial Policies:

- I understand the [tuition and financial aid refund policies](#) of taking a leave of absence during an active semester, and have consulted with Student Financial Services regarding the possible financial implications. [Questions? sfs@brandeis.edu, 781-736-3700]
- I understand that my student account will be charged for any University items that I do not return (keys, University library books or materials, etc).
- I will complete Student Loan Exit Counseling with Student Financial Services if I have federal and/or institutional loans.

Students Living on Campus:

- I will remove all my belongings and vacate my room within 48 hours of the effective date of my leave of absence. I will notify Community Living via email dcl@brandeis.edu once I have vacated my space.
- I acknowledge that I will be billed for housing until my space has been vacated. My space will be considered occupied until my belongings have been removed and I have returned my key(s).
- I will return all applicable keys (exterior, bedroom, and Shabbat) by placing them in a Key Return Envelope and returning to the Community Living Office in Usdan, or by mailing them in a padded envelope to: Brandeis University, Community Living, MS: 220, 415 South Street, Waltham, MA 02453.
- I will be charged for any room damages in accordance with the License Agreement.
- I am not eligible to participate in Room Selection for the following academic year if I am away from campus (not an active student) during the spring semester. When I am approved to return, I have the option to be in touch with Community Living to complete the housing waitlist form and learn of available housing assignments.

Additional Policies:

- **Mailbox Key:** I will return my mailbox keys to the mailroom located in the Usdan Student Center or mail them in a padded envelope to Brandeis University, Mail Services, MS: 047, 415 South Street, Waltham, MA 02453.
- **International students:** I must schedule an appointment with my ISSO advisor and review information on their [Leaving Brandeis page](#).
- **Study abroad:** If I am approved to study abroad in an upcoming semester or summer term, I will inform the Office of Study Abroad of my leave of absence. I understand that I am required to return to Brandeis for at least one full academic semester before my eligibility to study abroad is restored. This includes returning to Brandeis for one full semester before studying abroad in the summer term. I am

responsible for completing any necessary paperwork related to study abroad while on my leave of absence. I understand I am **not eligible** for study abroad programs while on a leave of absence.

- **Health Insurance:** It is essential that each student review their current health insurance coverage. If the student is enrolled in the Brandeis University Student Health Insurance Plan (SHIP) and takes a leave of absence within 31 days after the start of classes, they are not eligible for the SHIP, and coverage will be retroactively cancelled back to the effective date. If the student takes a leave of absence after 31 days after the start of classes, they are eligible to remain enrolled in the Brandeis SHIP if they are enrolled in the plan at the time they take a leave of absence. Students not enrolled in the Brandeis SHIP should contact their insurance company to confirm their coverage. Students with questions about health insurance related to a leave of absence should contact University Health Plans at 833-251-1737 or info@univhealthplans.com to discuss the impact of a leave on their coverage.
- Family/guardians listed in Workday will be notified of enrollment status changes, unless a student provides a written request within ten (10) business days of the leave effective date not to do so.
- While on a leave of absence, I understand that I may not take or audit courses at Brandeis, participate in research, work as a student employee on campus, utilize campus facilities or services, or participate in student clubs. Attendance at campus events can be done so as a guest.

Returning to Campus:

- **I must contact my advisor in Academic Services to indicate my intent to petition to return to Brandeis from a leave of absence by March 1 for the following fall semester and by October 1 for the following spring semester.** I will review all the necessary steps and documents and be in touch with any questions.
- I understand that course registration cannot be completed until officially approved to return.
- I understand that if there are health and/or safety reasons for my leaving Brandeis, the Dean of Students Office may reach out to me as part of my petition to return. I may be asked to submit documentation from an appropriate treating medical professional that addresses my ability to succeed as a student in an academically rigorous environment and reside in a close-quartered campus community.
- I understand that I may need to [reapply for financial aid](#) if approved to return to campus and should do so by the stated deadlines. [Questions? sfs@brandeis.edu, 781-736-3700]
- I understand that each petition to return is considered on its individual merits. Brandeis University retains the right to deny any petition.

☐ **I acknowledge that I have read and understood these policies.**