

## Request for a Leave of Absence from a Undergraduate Degree (SHRS Students Only)

**Updated 1/2023**

Under special conditions, Undergraduate students may be granted one leave of absence. All requests for a Leave of Absence need to be submitted using page 2 of this form. The length and rationale for the leave of absence must be approved by the Associate Dean of Undergraduate Studies. 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.

**Email your completed form to: SHRS Registrar, Kellie Beach (KBeach@pitt.edu). She will then seek approval from the Associate Dean of Undergraduate Studies.**

**Note: If you are an International Student you must inform OIS of your request to take a LOA.**

**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 email a copy of the approved form to the student and their advisor.
- A hold will be placed on the student's PeopleSoft account to block enrollment until the SHRS Registrar is notified of the student's return.
- If the student is enrolled in the term that the leave of absence is to begin, it is the responsibility of the student and their advisor to notify all instructors of the leave of absence, so that they can assign the proper grade of a "G" for the course(s). A student may also resign from the term by going through the resignation office at Pitt. More information can be found here: <http://payments.pitt.edu/tuition-adjustments/>
- Instructors who will be issuing a "G" grade will need to submit to the SHRS Registrar a Completion Agreement of a "G" Grade Form for each course. This can be found on the SHRS Website under Current Students/Forms.
- Students have one year to complete the work for the "G" grade(s). At the time of completion, the instructor will submit a change of grade in PeopleSoft.

### Upon Return:

- A student on leave must contact the SHRS Registrar upon their return so that the hold can be lifted from their PeopleSoft account.
- If the leave was for medical reasons, the student must provide a doctor's note clearing them for return.
- If you are an International student you need to follow up with OIS regarding your return.

## Request for Leave of Absence from a Undergraduate Degree

Are you an International student:Y/N

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 send this form to your advisor for signature**

Advisor's Name:

Advisor's Signature of Approval:

Advisor Comments:

**Submit completed form to SHRS Registrar 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