

**UNIVERSITY WITHDRAWAL/LEAVE OF ABSENCE PROCESS**

- Students who wish to withdraw from the Term, the University, or take a Leave of Absence must complete this form and retrieve approvals from their advisor and Dean's Office before submitting paperwork to the Registrar's Office for processing.

Important Considerations Regarding Term and University Withdrawals:

- **Financial Aid:** Students should contact [sfs@une.edu](mailto:sfs@une.edu) to discuss the financial implications of Withdrawing or taking a Leave of Absence.
- **UNE Housing:** Students should contact [housing-office@une.edu](mailto:housing-office@une.edu) to discuss the appropriate procedures for checking out of any UNE-sponsored housing.
- **Veteran Affairs:** Students should contact [veteranaffairs@une.edu](mailto:veteranaffairs@une.edu) to discuss the implications of withdrawing or taking a Leave of Absence while receiving veteran educational benefits.

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ PRN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major/Program: \_\_\_\_\_

**SECTION I: Term Withdrawal** – Student wishing to immediately withdraw from classes mid-semester; after add/drop

I wish to withdraw from all in-progress classes immediately and I will not finish the semester.

- Indicate the semester you are withdrawing from:
- Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Last date attended: \_\_\_\_\_

**Future Term Action – Select One Option Below:**

- I intend to return to UNE for the next semester: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_
- I wish to take a Leave of Absence from UNE. *For this option, proceed to Sections II and III below.*
- I do not intend to return to UNE. *For this option, proceed to Sections II and III below.*

**SECTION II: University Withdrawal or Leave of Absence**

I wish to take a Leave of Absence from UNE.

- I understand that this is a period when a student is not enrolled in classes, for up to one year.
- Leave Will Begin: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ (e.g., Summer 2024)
- Planned Return: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ (e.g., Spring 2025)

I intend to withdraw from UNE.

- Immediately
- At the end of the current semester: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ (e.g., Summer 2024)

**SECTION III: Reason(s) for Leaving** (Check any that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Academic Difficulties</b>                         | <input type="checkbox"/> <b>Entering Armed Forces</b> |
| <input type="checkbox"/> <b>Financial</b>                                     | <input type="checkbox"/> <b>Medical</b>               |
| <input type="checkbox"/> <b>Not Satisfied with the Program</b>                | <input type="checkbox"/> <b>Personal</b>              |
| <input type="checkbox"/> <b>Transferring to another University or College</b> | <input type="checkbox"/> <b>Other:</b> _____          |

Please specify:

\_\_\_\_\_

**SECTION IV: Students** – (Signing below indicates understanding of these additional guidelines)

**Leave of Absence**

- A leave of absence for a specified period, not to exceed **one academic year** (two consecutive semesters).
- A student who does not return from a Leave of Absence within the agreed-upon time frame or within one academic year, will be administratively withdrawn from the University.
- Please refer to the Academic Policies in the University Catalog for the complete Leave of Absence policy.

**Reinstatement from Leave of Absence**

- Reinstatement to the University will require written communication from a student's official UNE email address to the Registrar's Office ([registrar@une.edu](mailto:registrar@une.edu)) stating they wish to be reinstated as a student for a given term.
- A student returning from a **Medical Leave of Absence** must also provide a letter on official letterhead from their provider to Hahna Patterson ([hpatterson@une.edu](mailto:hpatterson@une.edu)), Assistant Vice President in Student Affairs, indicating they were under their provider's care and are approved to resume their academic studies at the University of New England.

**Term Withdrawal Grading**

- A student withdrawing from the term can expect that grades will be assigned following the academic policies published in the University Catalog.
- Students withdrawing before the last day to withdraw without academic penalty will earn a W on their transcript.
- Students withdrawing after the deadline will be assigned a WP or a WF by their professor.
- Students completing the semester can expect earned grades to be awarded on their transcript.

**University Withdrawal**

- Following withdrawal, any student wishing to re-enroll at the University of New England must apply through the Office of Admissions.

**SECTION V: APPROVALS** (Font signature NOT accepted)

**Student's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Academic Dean's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_