

Graduate Student Leave of Absence/Separation

SECTION I: Student Information

STUDENT NAME _____

YEAR BEGAN AT SAIC _____

ADDRESS TO WHICH FUTURE CORRESPONDENCE SHOULD BE SENT _____

ID NUMBER _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE NUMBER _____

STUDENT SIGNATURE _____

DATE _____

Degree (MFA, MAVS, PBACC, etc.): _____ **Primary Dept: (MFA/PBACC only):** _____

When would you like your LOA to begin? Immediately Specify Date: _____

Do you plan to return? Yes Unsure No *(Permanent Separation from SAIC; not eligible for reinstatement)*

If you plan to return, when? Fall _____ Winter _____ Spring _____ Summer _____

Reasons for Leave of Absence/Separation: *(Please check the reason that best fits your situation)*

Taking time off from school to address health or mental health Participating in Military Service

Plans to perform service work *(Teach for America, mission trip, etc.)*

Change in career plans, no longer planning on a career in fine arts/design

Planning to Transfer to another school Name of school: _____

Please tell us what most influenced your decision to transfer: _____

Financial Concerns

Please tell us what type of financial concerns most impacted your decision (circle as many as apply):

Lack/Loss of Needed Aid

Change in Personal/Family Income

Other Financial issue: _____

Personal/Other (please share as much as you are willing regarding your circumstances): _____

SECTION II: Department Authorization

All graduate students should meet with their appropriate department representative, typically either their

Graduate Director/Coordinator, or Department Chair. These representatives will:

- Discuss with students their reason for seeking a Leave of Absence and any steps that might help the student continue on in the program, at present or in the future.
- Highlight any department-specific logistical concerns related to taking a Leave.
- Refer students to additional resources as necessary and notify the Academic Advising office and Graduate division that the student will be taking a Leave of Absence.

Office Exit Interview with Department

Phone Exit Interview with Department

If Student is in a studio program and/or has studio space, they have been instructed to contact the Admin Director for Graduate Division by emailing gradstudios@saic.edu to make arrangements regarding their studio space. **Note: a studio space upon return is NOT guaranteed, and must be proactively arranged by the student and Graduate Division staff.**

International Student (F-1 or J-1 visa status); has been directed to proceed to International Student Services (see Section IV below).

Student has been instructed on how to properly notify department to initiate reinstatement. Students must contact reinstatement@saic.edu to begin the process and will then be connected to the appropriate person for their department. Once departmental approval is granted, department will notify Academic Advising to complete reinstatement procedures.

Student has been referred to other departments as appropriate regarding their Leave of Absence (see Section V below).

SIGNATURE OF GRADUATE DEPARTMENT REPRESENTATIVE

DATE

SECTION III: International Students (F-1 AND J-1 status International students; all others proceed to Section V)

An interview with an International Student Services Advisor is required to drop or withdraw from all courses during a Fall or Spring semester. During the interview, the IA advisor will:

- Discuss general timeline for initiating reinstatement and making arrangements for reactivation of necessary immigration documentation.
- Discuss I-20 issuance procedures and any F-1 benefits impact (CPT and OPT eligibility).
- Identify proper steps for initiating Leave of Absence as an international student, including submission of LOA form, dropping of courses, departure from the United States or transfer to another school within the United States, and impact on the student's return

Office Exit Interview Completed

Phone Exit Interview Completed

SIGNATURE OF INTERNATIONAL AFFAIRS REPRESENTATIVE

DATE

SECTION IV: Other Resources

All graduate students are strongly encouraged to visit the following offices as appropriate to make sure they have fully addressed all issues prior to beginning their Leave of Absence from SAIC.

STUDENT FINANCIAL SERVICES

All students are encouraged to meet with a representative from Student Financial Services prior to beginning a Leave of Absence. During the meeting, staff will:

- Discuss what financial aid the student is receiving and what responsibilities the student has regarding their aid while on Leave of Absence.
- Identify any outstanding balance the student will need to resolve prior to future enrollment
- Explain how to reapply for financial aid upon return from leave of absence

SIGNATURE OF STUDENT FINANCIAL SERVICES REPRESENTATIVE

DATE

RESIDENCE LIFE (On-campus students only)

Students living on campus should meet with a representative from Residence Life if they plan to begin their leave before the designated move-out date for their building. During the meeting, staff will:

- Have the student complete a Housing Withdrawal form
- Inform the student of relevant financial obligations associated with breakage of an active housing contract
- Explain next steps for the student in moving out of the residence halls and properly checking out

SIGNATURE OF RESIDENCE LIFE REPRESENTATIVE

DATE

To finalize your Leave of Absence/Separation, this completed form must be returned to the Academic Advising office (Sullivan Center 1204) or emailed to gradleave@saic.edu.

ACADEMIC ADVISING RECEPTION DESK

INITIALS

DATE RECEIVED

INITIALS

DATE ENTERED

**Questions about this form?
Contact Academic Advising
36 S. Wabash, Chicago, IL 60603 USA
Main Number 312/629-6800, Fax 312/629-6801**