

Graduate Student Leave of Absence/Separation

Student Name:		Today's Date:	
Student ID #		Phone number:	
Mailing Address to Send Future Correspondence:			
Degree (MFA, MAVS, PBACC, etc.)		Primary Department (MFA/PBACC only)	
When would you like your LOA to begin?	<input type="checkbox"/> Immediately <input type="checkbox"/> Specific Date: _____	Do you plan to return?	<input type="checkbox"/> Yes <input type="checkbox"/> Unsure <input type="checkbox"/> No
If you plan to return, select term and enter year	<input type="checkbox"/> Fall _____ <input type="checkbox"/> Winter _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____		
Student Signature		Date	
Reasons for Leave of Absence/Separation (Please select the reason that best fits your situation:			
<input type="checkbox"/> Address health concern (physical or mental) <input type="checkbox"/> Perform service work (<i>Teach for America, mission trip, etc.</i>) <input type="checkbox"/> Change in career plans, no longer planning on a career in fine arts/design <input type="checkbox"/> Participate in Military Service <input type="checkbox"/> Transfer to another school – Name of School _____ <input type="checkbox"/> Financial Concerns – Select type of financial concerns most impacted your decision: <input type="checkbox"/> Lack/Loss of Needed Aid <input type="checkbox"/> Change in Personal/Family Income <input type="checkbox"/> Other: _____ <input type="checkbox"/> Personal/Other – Please share as much as you are willing regarding your circumstances: _____			
Department Authorization			
<p>All graduate students should meet with their appropriate department representative, typically their Graduate Director/Coordinator or Department Chair. These representatives will:</p> <input type="checkbox"/> Discuss with student 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. <input type="checkbox"/> Highlight any department-specific logistical concerns related to taking a Leave of Absence including emailing gradstudios@saic.edu to make arrangements regarding their studio space, as applicable to studio departments <ul style="list-style-type: none"> o Note: A studio space upon return is NOT guaranteed, and must be proactively arranged by the student and Graduate Division staff. <input type="checkbox"/> Student or department representative should email this completed paperwork to gradleave@saic.edu <input type="checkbox"/> Refer students to additional resources as necessary <input type="checkbox"/> International Student (F-1 or J-1 visa status); has been directed to proceed to International Student Services (see Section IV below) <input type="checkbox"/> Student has been instructed to contact gradreinstatement@saic.edu at least 6 months prior to the term in which they intend to return.			
Signature of Graduate Dept Representative		Print Name	Date

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International Students (ONLY for F-1 and J-1 status students; all others proceed to Recommended Next Steps)

It is important that all F-1 and J-1 international students inform International Affairs about their plan to take a leave. Below you will find some important items to review with International Affairs:

- 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

Recommended Next Steps for Students

All graduate students are strongly encouraged to contact 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, students should:

- Discuss what financial aid they receive and what responsibilities they have regarding their aid while on Leave
- Identify any outstanding balance that they need to resolve prior to future enrollment
- Make sure they know how to reapply for financial aid upon reinstatement

RESIDENCE LIFE (ONLY On-campus students)

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, students should

- Complete a Housing Withdrawal form, if not already completed
- Understand the relevant financial obligations associated with breakage of an active housing contract
- Review the process for moving out of the residence halls and properly checking out

To finalize your Leave of Absence/Separation, you *must* email this completed form to gradleave@saic.edu.

Questions about this form? Email: gradleave@saic.edu.