The Student Leave of Absence (LOA) rule assists and encourages students to return and graduate after an absence of two or more consecutive long semesters from TAMU. (Absences during summer sessions are excluded as continuous enrollment is not affected.) Eligible students are encouraged to take advantage of the benefits provided by a Leave of Absence, e.g., no need to apply for readmission and may participate in their regularly scheduled registration/enrollment period upon return to the University.

**Eligibility Requirements:**
To be eligible for a Leave of Absence, a student must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
   a. A student who was admitted as a new first-time freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact Office of Admissions.
   b. A student who was readmitted but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact the Office of Admissions.
3. Be in academic good standing or on probation, with his or her college.
4. Have no holds (e.g., disciplinary, business, testing, etc.), which would restrict registration. Note: Students with Business Office holds may be given consideration for a Leave of Absence if authorized by the Bursar’s Office.
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

**Process for Obtaining a Leave of Absence:**

**Student:**

1. **Review the rule and complete the Leave of Absence Request form.**
2. **Schedule appointment with department chair and college/school Dean for review and approval:** College/school approval is required for an absence of two or more consecutive semesters to review the LOA application and the following issues:
   a. Impact on progress toward degree.
   b. Catalog year and status after Leave of Absence.
   c. Academic good standing issues.
   d. Transfer policies, incomplete grades, agency requirements (e.g., state licensing/certification) and other academic issues, if applicable.
   e. Possible change of majors to a major within same college or in another college. Process for completing major change prior to LOA is reviewed.
3. **Contact other offices, if applicable:**
   a. **Office of Student Affairs** – International students must receive mandatory advisement, including signature, from the Office of Student Affairs to discuss the impact of the LOA to their immigration status. An international student on approved Leave of Absence must contact the OSA prior to his/her return to TAMU to clear visa status and request appropriate immigration documents.
   b. **Office of Student Financial Aid** – Students who have received financial aid should request information about loan counseling, program rules that require continuous enrollment, and satisfactory progress. Students who have received scholarships should request information about possible deferment policies.
   c. **Office of Residence Life** – Students living on campus must formally petition to be released from their Residential Life License Agreement. If future housing is needed, students must reapply for housing.
   d. **Bursar’s Office** – Students should review their online student account and pay all outstanding charges to avoid late charges and possible referral to an outside collection agency. Students requiring assistance with their accounts should visit or call the Bursar’s Office. Students with Business Office holds must contact the Bursar’s Office in order to setup a formal payment plan. Once a plan has been created the Bursar’s Office will provide sign-off on the LOA which is then returned to the appropriate office for processing.
e. Veterans Affairs – Students with veterans’ educational benefits and/or students leaving the university due to a military activation should contact the Veteran Affairs Office in the Office of the University Registrar for information and assistance.

4. Submit the Leave of Absence form:
   a. Once the required signature has been obtained, the application is returned to the Office of the University Registrar. The student may return the form in person.
   b. The student follows the established procedures for withdrawing if registered for the current term and finds that completely withdrawing mid-semester is necessary, as well as the procedures for canceling any registration already submitted for any future term(s) during the requested LOA. NOTE: Students receiving financial aid must visit the Financial Aid Office for information on how withdrawal impacts their financial aid.
   c. The student updates his or her mailing address on the student information system, if necessary.

Additional Conditions of LOA Requests:

Leave of Absence Duration:
A Leave of Absence may be granted for more than two consecutive regular semesters. (A regular semester is defined as a fall or spring semester and excludes winter and summer sessions; for example, Leave of Absence is granted for fall and spring or spring through fall.)

If the student does not return at the agreed semester, he or she would need to undergo formal readmission to TAMIU, to include submission of a new application and any necessary transcripts.

   1. A student may request a Leave of Absence more than once; however, the cumulative total of such requests may not exceed two years.
   2. A student may request an extension prior to the scheduled return of a regular semester. Approval consideration will be at the college’s discretion, based on the worthiness of the request. (For example, appropriate extensions may result from students leaving for active military duty or religious missions).
   3. A student may return earlier than the original agreed return date but should provide notice as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.

Student Status during the Leave of Absence:
A student granted a Leave of Absence retains his/her admitted student status. However, he/she is not registered and, therefore, does not have all the rights and privileges of a registered student and should be aware of the following consequences:

   1. Office of Student Financial Aid – A student is not eligible for any financial aid disbursements during the semesters while on LOA. A student on a LOA will be reported to lenders and loan service agencies as “non-attending” and will need to contact his/her lenders for information on possible repayment requirements.
   2. Enrollment verification requests – Enrollment verifications for other entities, such as parents’ health or auto insurance companies, will also be reported as “non-attending.”
   3. Facilities Access:
      a. Library – A student on a LOA will have limited access to library resources. He/she may access library resources, including use of electronic databases and journals, while physically present in any campus library. No remote access to proprietary databases and electronic resources is available. Normal borrowing privileges are not retained, but restricted privileges may be available for a fee; a student interested in checking out TAMIU library material should contact any library circulation services.
      b. Student Health Services – A student on a LOA for a particular semester is not registered for any credit hours and, therefore, not eligible to use Student Health Services.
      c. Computing resources – A student on a LOA will not have access to computing resources, including computing labs. Students will be able to maintain their TAMIU @dusty accounts.
      d. Recreational Sports – A student on a LOA will lose access to recreational sports.

Steps for Returning from a Leave of Absence:

1. At the time of return, a student must continue to be eligible to register (i.e., have no enrollment restrictions, such as an account delinquency, disciplinary hold, or academic disqualification).

2. A student returning earlier than the original agreed return date should provide notice to the Office of the University Registrar as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.
3. A student must meet all financial aid requirements and deadlines for the academic year of his/her return.

4. The Office of the University Registrar will identify concerns, if any, arising during the student’s Leave of Absence which may make the student ineligible for registration and work with the college to resolve, if possible.

Contact Information:
Return to: Office of the University Registrar
Zaffirini Student Success Center, 121
Laredo, TX 78041-1900
956-326-2250
**LEAVE OF ABSENCE REQUEST**
TEXAS A&M INTERNATIONAL UNIVERSITY

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<th>TAMIU ID:</th>
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**Requesting a Leave of Absence Starting:**

- Fall
- Spring
- Year: __________

**Semester/Term of Return:**

- Fall
- Spring
- Year: __________

**Reason for Leave:**

- 
- 
- 

**Are you an International Student with an F1 or J1 visa?** Check one  Yes  No

*Serious immigration consequences may result from withdrawing or dropping below full-time enrollment status. International students with an F1 or J1 visa whose drop or withdrawal will result in less than full-time enrollment must obtain advising from the Office of Student Affairs in the Student Center, Suite 226. For more information visit the OSA or call 956-326-2280.*

**Office of Student Affairs Signature:**

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**Do you receive Financial Aid?** Check one  Yes  No

*Students awarded certain financial aid may face consequences due to an extended leave period and must obtain financial aid advising from the Office of Student Financial Aid in the Zaffirini Success Center, Suite 214. For more information visit the Office of Student Financial Aid or call 956-326-2225.*

**Office of Student Financial Aid Signature:**

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**Do you have a Business Office Hold?** Check one  Yes  No

*Students with financial holds may be given consideration for a Leave of Absence if authorized by the Bursar’s Office. For information please visit the Bursar’s Office ZSC 137 or call 956-326-2140.*

**Bursar’s Office Signature:**

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**Student Signature**

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**Signature of Department Chair**

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**Signature of College Dean**

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**Processed by:**

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Return to: Office of the University Registrar
Zaffirini Student Success Center, 121
Laredo, TX 78041-1900
956-326-2250

Created: 11/12/2012
Approved: 1/15/2013 Provost