Undergraduate Leave of Absence Checklist

**Personal Leave of Absence**

- Complete and submit the online Withdrawal/Leave of Absence Form. **You must do so no later than the semester’s last date for withdrawal from the University.**

- If you are a residential student, complete and submit a housing cancellation form through the Agora Portal (Agora → Other Services → My Reslife → Forms).

**Medical Leave of Absence: Physical Health**

- Complete and submit the online Withdrawal/Leave of Absence Form.

- Complete the Authorization for Release of Medical Information form and submit it to University Health Services (UHS).

- Request that a licensed health provider submit a statement to the Director of UHS indicating
  - your diagnosis;
  - a proposed treatment plan;
  - a recommendation for the anticipated length of the leave (when possible).

- If you are a residential student, complete and submit a housing cancellation form through the Agora Portal (Agora → Other Services → My Reslife → Forms).

**Medical Leave of Absence: Mental Health**

- Complete and submit the online Withdrawal/Leave of Absence Form.

- Complete the Authorization to Release/Exchange Information form and submit it to University Counseling Services (UCS).

- Request that a licensed health provider submit a statement to the Director of UCS indicating
  - your diagnosis;
  - a proposed treatment plan;
  - a recommendation for the anticipated length of the leave (when possible).

- If you are a residential student, complete and submit a housing cancellation form through the Agora Portal (Agora → Other Services → My Reslife → Forms).