

## 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).