



# RETURN FROM ACADEMIC LEAVE OF ABSENCE FORM

**SUBMIT THE COMPLETED FORM TO:**  
Office of the Registrar, Eckhart Hall 1<sup>ST</sup> Floor,  
347 S. Gladstone Ave. Aurora, IL 60506  
Phone: 630-844-5462 Fax: 630-844-5463  
registrar@aurora.edu

## STUDENT INFORMATION

Student ID \_\_\_\_\_ Full Name: \_\_\_\_\_  
*Last Name First Name Middle Name*

Email: \_\_\_\_\_ (personal) Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
*(XXX) XXX-XXXX (XXX) XXX-XXXX*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### I plan to return to Aurora University:

- Fall Term 20 \_\_\_\_\_  Spring Term 20 \_\_\_\_\_  Summer Term 20 \_\_\_\_\_

Next Steps:		*Must provide official documentation
1a. Attended Another University?	1b. Send my Transcripts to AU*.	Must be <b>mailed</b> or sent electronically directly via EDI or secure PDF to AU-etranscripts@aurora.edu
2a. Need to Register?	2b. Make an Appointment with your Advisor.	Undergraduate: On-Campus: 630-844-6870; ADC:630-947-8907; Online: 630-947-8921 Graduate: Contact your department.
3a. Do you have a balance?	3b. Refer to Student Accounts.	Student Accounts: 630-844-5470.
4a. Need Financial Aid?	4b. Follow up with Financial Aid.	Undergraduate: 630-844-6190; Graduate: 630-947-8910.

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I have reviewed the University's regulations governing Leave of Absence and Enrollment. I understand that I am bound by all provisions thereof.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMIT COMPLETED FORM WITH ALL SIGNATURES TO THE REGISTRAR'S OFFICE (1<sup>ST</sup> FLOOR – ECKHART HALL)

-----OFFICE USE ONLY-----

*Student Request for Return In Person Student Request for Return via Phone/Email (verified identity) Administrative Add*

Last semester attended: \_\_\_\_\_ Has LOA expired? \_\_\_\_\_ If yes, notified student & Admissions to contact Admissions to reapply \_\_\_\_\_

Scheduled Return Date: \_\_\_\_\_ Term: \_\_\_\_\_ Major/Program: \_\_\_\_\_ Advisor: \_\_\_\_\_ Location: \_\_\_\_\_

Hiatus END Entered in Colleague: \_\_\_\_\_ Emailed Student (at personal Aurora Email): \_\_\_\_\_ Date: \_\_\_\_\_

## WITHDRAWAL REGULATIONS

Students wishing to discontinue their studies at Aurora University are expected to file a Withdrawal form with the Registrar's Office. Students who subsequently wish to resume their studies at the University must apply for readmission through the Office of Admission and are subject to the catalog and regulations prevailing at the time of readmission.

## LEAVE OF ABSENCE REGULATIONS

Students who have begun their coursework at Aurora University and must interrupt their course of study for one term (excluding summer) will be able to return the following semester with no additional action needed. Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file an Academic Leave of Absence (LOA) form via WebAdvisor in order to be able to resume studies according to the conditions described below.

1. Leaves may be granted for up to two academic years (four terms excluding summer).
  - a. Students on an approved institutional LOA for no more than two consecutive terms (excluding summer) will generally be allowed to return under the catalog that was in effect when they were last enrolled as long as this does not result in an obligation on the part of the University to provide coursework or programs that have been altered or discontinued in the interim.
  - b. Students on an approved institutional LOA for three to four consecutive terms (excluding summer) will be required to return under the catalog in effect at the time of their return.
  - c. Students on an approved institutional LOA that has expired after four consecutive terms (excluding summer) must apply for readmission through the Office of Admission.
  - d. Students who interrupt their studies for one academic term (excluding summer) without an approved institutional LOA and need to extend their leave for additional terms must submit a LOA prior to the end of the second week of the second term of absence.
  - e. For students who begin an approved institutional LOA before the end of the second week of the term, the counting of consecutive terms will begin with the current semester. For students who begin an approved LOA after the end of the second week of the term, the counting of consecutive terms will begin with the next semester (excluding summer).
2. Students who are on an active institutional LOA and are ready to return must complete and submit a "Return from Academic Leave of Absence form" located on the Registrar web page prior to the beginning of the desired term to return. Students whose institutional LOA has expired must contact the Office of Admission.
3. Students who plan to attend another institution during a LOA must submit a Petition for Prior Approval. Without the Petition for Prior Approval on file, enrollment at any other institution of post-secondary education during a leave of absence from Aurora University automatically cancels all provisions of the leave of absence.
4. Submission of a completed Academic Leave of Absence/Withdrawal form will result in the cancellation of all future course registrations. When applicable, if a student indicates they do not intend to complete the current semester, the student will be withdrawn from all current semester coursework in accordance with University regulations.