

BOSTON UNIVERSITY WITHDRAWAL/LEAVE OF ABSENCE FORM

GRADUATE students must submit this form to their Academic Dean's Office. UNDERGRADUATE students must submit this form to the University Service Center. MET NON-DEGREE and MET PART-TIME students must submit this form to Metropolitan College. All other NON-DEGREE students must submit this form to their Academic Dean's Office.

B.U.I.D.

--	--	--	--	--	--	--	--	--	--

Type of Leave Requested (Select One)

☐

Withdrawal

☐

Leave of Absence

Action to Take Effect (Semester and Year)

Semester (Select One)

-Select-

Year

--	--	--	--	--

College

--	--	--	--

Planned Semester of Return

Semester (Select One)

-Select-

Year

--	--	--	--	--

Number of Semesters for Leave of

Absence (Select One)

-Select-

Last Name

--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--

Middle Initial

--	--	--

Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State

--	--	--	--	--	--	--	--	--	--

Zip Code

--	--	--	--	--	--	--	--	--	--

Telephone Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Province & Country (If Foreign Address)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Reason for Leaving

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Are you an international student in F-1 or J-1 immigration status? ☐ Yes ☐ No

If yes, you must consult with your ISSO advisor prior to taking a leave of absence or withdrawing.

Name of ISSO Advisor

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Meeting

REFUNDS	STUDENT HOUSING
Recipients of Financial Assistance must request a refund in writing through their <i>Office of Financial Assistance</i> . All other students must request a refund in writing from <i>Student Accounting Services, 881 Commonwealth Avenue, Basement Floor</i> . Please refer to the Registrar's Office website, www.bu.edu/reg , for the current semester's Refund Schedule.	<i>Please note:</i> If your Withdrawal/Leave of Absence will be effective for the current semester, you are required to vacate University Housing within 48 hours of submitting the Withdrawal/Leave of Absence form.

Student's Signature

Date (Month - Day - Year)

FOR OFFICIAL USE ONLY - ADMINISTRATIVE ACTION

Withdrawal Status Code

--	--	--	--

Exit Interview Reason Code(s)

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

Authorized Signature

Date



School of Social Work

Internal Use: To be completed by the following individuals in collaboration with the student:

-> For CRC - Director of Student Services

->For OLP - OLP Administrative Team

->For OCP /Hybrid - Director

Campus:

Status:

☒ Leave of Absence

☐ Permanent Withdrawal

☐ Administrative Action

Last Day Attended Classes

Reason for Leave/ Withdrawal Explanation:

Academic Standing

Outstanding Incompletes/Plan:

“F” grades:

Problem Resolution Meeting:

☐

Past

☐

Upcoming

Comments:

Academic & Professional Standards Review:

☐

Past

☐

Upcoming

Comments:

Field Education Performance

☐

Not Applicable

☐

Field Termination Plan in Place

Foundation Field

☐

Pass

☐

Fail

☐

Incomplete

Advanced Field

☐

Pass

☐

Fail

☐

Incomplete

☐

IF NO EDUCATIONAL PROBLEM IS IDENTIFIED, THE STUDENT CAN REQUEST TO RETURN AS DETAILED IN *THE MSW ACADEMIC POLICIES AND PROCEDURES*.

☐

**IF EDUCATIONAL PROBLEMS ARE IDENTIFIED, THE STUDENT MUST MAKE A REQUEST TO THE ACADEMIC DEAN TO BE ALLOWED TO RETURN TO THE PROGRAM.
(PLEASE INFORM THE STUDENT OF THIS REQUIREMENT)**

Appropriate BUSSW Representative

Signature

Date: