

UNIVERSITY WITHDRAWAL/LEAVE OF ABSENCE PROCESS

- x Veteran Affairs: Students should contact veteranaffairs@une.edu to discuss the implications of withdrawing or taking a Leave of Absence while receiving veteran educational benefits.

STUDENT INFORMATION

SECTION I: TERM WITHDRAWAL – Student wishing to immediately withdraw from classes mid-semester; after add/drop

- † I wish to withdraw from all in -progress classes immediately and I will not finish the semester.
 - o Indicate the semester you are withdrawing from:
 - o Spring _____ Summer _____ Fall _____ Last date attended: _____

Future Term Action – Select One Option Below :

- † I intend to return to UNE for the next semester: Spring _____ Summer _____ Fall _____
- † I wish to take a Leave of Absence from UNE. For this option, proceed to Sections II and III below.
- † I do not intend to return to UNE. For this option, proceed to Sections II and III below.

SECTION II: UNIVERSITY WITHDRAWAL OR LEAVE OF ABSENCE

- † I wish to take a Leave of Absence from UNE.
 - o I understand that this is a period when a student is not enrolled in classes, for up to one year.
 - o Leave Will Begin: Spring _____ Summer _____ Fall _____ (e.g., Summer 2024)
 - o Planned Return: Spring _____ Summer _____ Fall _____ (e.g., Spring 2025)
- † I intend to withdraw from UNE .
 - † Withdrawn from University Immediately
 - † At the end of the current semester: Spring _____ Summer _____ Fall _____ (e.g., Summer 2024)



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| † Academic Difficulties | † Entering Armed Forces |
| † Financial | † Medical |
| † Not Satisfied with the Program | † Personal |
| † Transferring to another University or College | † Pregnancy or Related Reason |
| † Other: _____ | |

Leave of Absence

- x A leave of absence for a specified period, not to exceed one academic year (two consecutive semesters).
- x A student who does not return from a Leave of Absence within the agreed-upon time frame or one academic year will be administratively withdrawn from the University.
- x Students taking a Leave of Absence will be dropped from their future enrollment upon submission of the Leave of Absence paperwork.