

Leave Request Frequently Asked Questions

What is a Leave Request?

A student may leave Southern Methodist University by either taking a leave of absence (leaving the university temporarily with the firm and stated intention of returning) or by formally exiting the university (leaving the university with no intention of returning). Students taking any type of leave must manage enrollment, which may include a withdrawal or cancellation, and complete this form to ensure all requirements are met to either conclude their experience with the institution or to preclude the requirement of reinstatement for return. Upon submission, this form will be processed and a student's status will be updated accordingly by the University Registrar's Office. All students should participate in an exit interview, and students formally exiting the institution should also complete a Formal Leave Survey.

Why do students take a Leave?

Students take a Leave for a variety of reasons including but not limited to illness, military service, family challenges, or purely personal reasons.

How long does a Leave last?

The length of your Leave depends upon what you note on your Leave Request form, which is not to exceed 24 months.

What SMU resources do I have access to while on leave?

Your SMU student ID card will not work on campus while you are on leave. You will not be able to access the Residence Halls, dining facilities, fitness facilities or parking facilities. You will still have access to your SMU email account as well as my.smu.edu.

Do I need to request Leave if I will only be out for a semester?

Yes. Email ssr@smu.edu for the necessary form.

How can I request an extension on my Leave?

You can request an extension by contacting the [Director of Student Retention](#) or the [University Registrar's office](#).

How many times can I extend my Leave?

The longest amount of time you can be out on leave before being discontinued is 24 months.

What happens if I do not return from my Leave as planned?

If you do not return as noted on your Leave Request and do not notify the institution of an extension, you may be discontinued and need to apply for reinstatement.

How can I confirm that my Leave has been processed?

You will be able to contact the Director of Student Retention.

Do I need to complete a Student Petition for Withdrawal/Cancellation?

If you **do not** plan to complete the current semester and/or if you are enrolled for a future semester you will need to complete a Student Petition for Withdrawal/Cancellation.

What are the special circumstances for the Medical Leave?

Students **must** complete this process with the SMU Health Center prior to submission of a Leave Request Form.

A student who must interrupt study temporarily because of illness or injury may be granted a Medical Leave of Absence, contingent upon the submission of documentation from a health care professional confirming that the student is unable to engage in educational study. Such documentation must be submitted by the medical provider to SMU Health Center Director along with the Consent Form for Medical Withdrawal; it may include a statement as to when the student may be expected to resume studies.

Authorization of a Medical Withdrawal by the SMU Health Center requires a multiple week time period. **Can I begin my leave during the middle of the semester?**

You can begin your leave in the middle of the semester. If you choose not to complete the semester you will also need to complete a Student Petition for Withdrawal/Cancellation.

If I take a Leave during the semester, will I receive a refund?

For information regarding the refund schedule visit the Bursar's Office website at <http://www.smu.edu/EnrollmentServicesBursar/Policies> or contact the Division of Enrollment Services at 214-768-3417.

What will happen to my financial aid award if I take a Leave?

Please contact the Office of Financial Aid for questions regarding financial aid and the effect Leave will have on merit awards and need-based aid.

May I take courses for credit at another institution during my Leave?

You may take courses at other institutions while on Leave, however, there is no guarantee coursework will transfer to SMU for credit nor go toward degree and graduation requirements. To ensure successful transfer you will need to complete an Advanced Approval of Transfer Work petition.

What do I need to do in order to return from my Leave?

If you return in the semester noted on your Leave Request form, you will receive your enrollment appointment time and date via my.smu.edu, and you can enroll in required courses for the semester of return.

Are my parents notified if I take a Leave?

No. Your parents will not be notified by the University of your Leave.

Can I take a Leave if I am on Academic Probation?

Yes. If you leave on academic probation, you will return on academic probation. If you leave in good standing, you will return in good standing.

Will a Leave appear on my transcript?

No. There will be no permanent notation of leave on your formal academic records.

Will a leave delay my graduation?

A Leave may delay graduation depending upon the requirements necessary for your degree. You can consult your Academic Advisor and/or Academic Records Office to find out how a Leave may impact your graduation date.