

SMITH COLLEGE
Request for Personal Leave of Absence

NOTE: A student may not be on leave for more than 2 consecutive semesters. After two consecutive semesters of leave, a student must withdraw from the College by completing a Withdrawal Form.

Indicate with a your leave period:

Academic Year Fall Only Spring Only January-January
DEADLINE: MAY 1 **DEADLINE: MAY 1** **DEADLINE: DEC 1** **DEADLINE: DEC 1**

Name: _____ Class Year: _____ Box #: _____ ID#: _____

House: _____ Major: _____ Adviser: _____

Smith Email: _____ Phone: _____

I intend to take a personal leave for the time period indicated above. I understand that my expected date of graduation will be changed automatically because no credit is being earned while I am away from the college. I have read the information for students taking a Leave of Absence on the Class Deans webpage. <https://www.smith.edu/about-smith/class-deans/leaves-of-absence>.

I have discussed my plan with my adviser and my class dean. I will consult with Student Financial Services.

Student Signature _____ Date _____

If you are an international student (non-US citizen), check here , and consult with the Associate Dean for International Students about your visa status. Taking personal leave will affect your visa status, and it can sometimes affect your ability to apply for visa benefits such as CPT and OPT in the future.

Submit completed form, with signature(s), to the Class Deans Office.

FOR OFFICE USE ONLY:

APPROVED _____ Date _____