**LEAVE OF ABSENCE**

A student who requires time away from their academic program but who intends to re-enroll at DePaul within four quarters may request a leave of absence. Students must be enrolled in the fourth quarter after beginning their leave of absence (excluding summer term). Students will be subject to the NonEnrollment Policy if they do not enroll in the fourth term after their leave of absence begins. Students seeking a leave of absence related to military service will find the procedure outlined in the Military Academic Adjustments policy. Students should consult their academic advisor to determine if their college has a more restrictive leave of absence policy. This policy does not cover the College of Law; therefore, College of Law students should consult with the college if seeking a leave of absence.

Students are limited to a maximum of three quarters leave of absence for each career (undergraduate or graduate). The quarters need not be consecutive. A student wishing to take a leave of absence must complete a Leave of Absence form in Campus Connect. Their Degree Progress Report will reflect the requirements from the student's entrance term while a student remains on leave of absence. Students are not required to reapply for admittance to the University if they re-enroll within four quarters (not including summer quarter). If a student does not return within this time frame, they must apply to be re-admitted as a student. If a student requests a leave of absence that spans fewer than the three quarters they are allowed as a maximum, they will be subject to the standard Discontinuation Policy and will be discontinued if they do not enroll in the third quarter after their leave of absence begins. Re-admission does not extend the number of terms for which a student may take a leave of absence.

Students who receive financial aid are encouraged to consult with the Office of Financial Aid at DePaul Central to discuss the effect of a leave of absence on their financial aid.

To initiate a leave of absence, a student will use the tool in Campus Connect (select the "Academic Records" tile and click on "Leave/Withdrawal Request"). Upon submitting their request, the student will receive a notification of its receipt from the Office of the University Registrar. The student will receive a second email once their leave of absence is processed.