



Petition for a Leave of Absence Form

In the event a student is not able to continue their studies, the University offers eligible students an option to petition for a one semester leave of absence. **The eligibility criteria are:**

- Classified student at UH West O'ahu
- Enrolled and completed the semester prior to the leave of absence at UH West O'ahu
- Not on academic suspension or dismissal for the term that the leave of absence is being requested

Submitting this form or being approved for a leave of absence does not automatically drop a student's classes in MyUH or STAR GPS or initiate the University's complete withdrawal process. Students are responsible for dropping their classes by the published deadlines. The deadline to submit the Leave of Absence Form is no later than the last day to completely withdraw from the University for the semester that the leave of absence is being requested. A confirmation email will be sent to the student's UH email account within 7-10 business days after the form has been processed. Incomplete, illegible and/or unsigned forms will not be processed.

Submit the completed form to the Office of the Registrar:

Email

Scan and email as an attachment
to: uhwo.records@hawaii.edu

Drop Off

Campus Center, C-141
Mon-Fri, 8:00am-4:30pm

Fax

Office of the Registrar
(808) 689-2901

Postal Mail

University of Hawaii – West O'ahu
Office of the Registrar
91-1001 Farrington Highway
Kapolei, HI 96707

POLICY AND AGREEMENT

- Students are allowed no more than TWO non-consecutive leave of absences as a UH West O'ahu student. The effective date used to process this request is the date the Office of the Registrar receives this completed form.
- If the request is approved, the student will be allowed to return the semester immediately following the approved leave of absence (*summer excluded*) as a continuing student and may continue to follow the same general education, focus, major, concentration, residency, and university graduation requirements that was in effect the semester prior to the leave of absence. While on an approved leave of absence, students are responsible for checking their UH email account and registration website for information regarding preregistration dates, tuition payment deadlines, and other pertinent information relating to registration. If the student does not enroll in at least one class at UH West O'ahu during the semester immediately following their approved leave of absence (*summer excluded*), they will no longer be considered a student at UH West O'ahu and must reapply for admission and pay the applicable fees by the admission deadline when they are ready to return. Furthermore, they will be subject to the catalog program requirements that are in effect at the time of readmission.
- If the request is not approved, the student must enroll in at least one class at UH West O'ahu during the semester in which they intended to take a leave of absence otherwise, they will no longer be considered a student at UH West O'ahu and must reapply for admission and pay the applicable fees by the admission deadline when they are ready to return. Furthermore, they will be subject to the catalog program requirements that are in effect at the time of readmission.
- An approved leave of absence does not defer financial aid student loans.
- Students who change their major and/or concentration upon returning from an approved leave of absence, will be subject to the catalog program requirements that are in effect at the time the change is approved.
- Students who enroll at another non UH college/university during their leave of absence, are required to submit an official transcripts from that institution directly to the Office of Admissions after final grades have been posted for that term (*non-UH transcripts only*). Transfer credits and grades may affect a student's transfer grade point average at UH West O'ahu.
- Taking a leave of absence may affect a student's eligibility for financial aid, veterans' educational benefits, and residency status for tuition purposes.

STUDENT INFORMATION

Last Name First Name MI

UH ID: _____

Primary Phone Number Alternate Phone Number

Email: _____@hawaii.edu

Semester of the leave of absence (*only one semester is allowed*):

Reason for leave of absence: _____

Fall 20 _____ Spring 20 _____

I have read, understand, and agree with the leave of absence policy and agreement, as stated.

Student's Signature (REQUIRED) Date

Enrollment Services Office Use Only

STAR Classified: _____ STAR Last Term Enrolled: _____ STAR: Academic Action: _____
Accepted By: _____ Date: _____

Office of the Registrar Use Only

Catalog Year/Major/Concentration: _____
WOALOA: _____ DB: _____ STAR: _____ Processed By and Date: _____