

Note: A leave of absence indicates intent to leave the university for a designated period. Students intending to enroll in the university but not enroll in architecture department design studios should complete section B.

**LEAVE OF ABSENCE AGREEMENT
SCHOOL OF ARCHITECTURE AND ENVIRONMENT
UNIVERSITY OF OREGON**

(PLEASE PRINT OR TYPE)

NAME: _____
LAST, FIRST MIDDLE INITIAL

MAJOR PROGRAM:

B.ARCH M.ARCH B.IARC M.IARC

TERMS OF DESIGN STUDIO(S) COMPLETED: _____

Section A. Leave of Absence

Leave Begins (Term/Year): _____
Leave Ends (Term/Year): _____

Section B. Postponement of Studio Enrollment

Leave Begins (Term/Year): _____
Leave Ends (Term/Year): _____

ADDRESS DURING LEAVE OF ABSENCE:

LEAVE OF ABSENCE AGREEMENT

Returning students must notify the Department of their expected date of return at least one term prior to returning in order to be guaranteed access to design studio during the academic year of their return (this form serves as such notification). Students may renew their leave-of-absence status either by phone or by mail. However, there is a limit of 2 years accumulated leave for undergraduate students and of 1 year accumulated leave for graduate students. After exceeding the maximum approved leave, or upon failing to complete this leave-of-absence agreement, a student's major status will be revoked. Students disqualified on the basis of a leave-of-absence who wish to continue in study in the department must re-apply for admission to the program during the regular application process (for the following Fall Term). Students admitted, following re-application, are admitted under the current program requirements, not under the requirements of their original admission.

Graduate students must also submit an LOA form with the Graduate School (available online at the Grad School webpage).

Students attending the University but not enrolling in Architecture Department coursework or students not enrolling for the Summer Term only do not need to fill out a leave-of absence form.

Please return this completed form to the office of the Department of Architecture, 210 Lawrence Hall, University of Oregon, Eugene, OR 97403.

CERTIFICATION: I hereby certify that I have read the Leave of Absence Agreement and I agree to return at the time indicated above. I further agree to notify the Department of Architecture of any change in my plans in compliance with the agreement above; and I will keep the Department informed of an address where I may be reached during the leave. It is also my understanding that should my plans change in terms of my intent to take a leave-of-absence, and should I not inform the Department (amending my leave-of-absence form) then I will not be guaranteed Design Studio courses and will be eligible to preference for Design Studio only as a petitioning student.

Student Signature

Date

NOTE: This form is a notification to the Department of Architecture only. If you need to withdraw from courses as a part of this leave-of-absence, please do this through the Registrar's Office.