

China Cooperative Academic Programs



COMPLETE WITHDRAWAL / LEAVE OF ABSENCE FORM

This form must be sent to the China Programs office as soon as possible. The date it is received will affect the notation on your transcript, such as a W for withdraw, or F grade for withdrawing too late from a class.

LAST NAME: _____ FIRST NAME: _____

USU A NUMBER: _____ LOCATION: _____

LOCAL MAILING ADDRESS: China Programs, UMC 3595, BUS 110

PERMANENT EMAIL ADDRESS: _____

CURRENT MAJOR: Economics CURRENT ACADEMIC ADVISOR: _____

WILL YOU COMPLETE THE CURRENT SEMESTER CLASSES? Yes No

If no is selected, you will be withdrawn from all current classes.

IF YOU REGISTERED FOR NEXT SEMESTER, WOULD YOU LIKE TO DROP THOSE CLASSES? *Fill in the semester and year, only if you have registered.*

SEMESTER: _____ YEAR: _____

DO YOU PLAN TO RETURN TO USU?

Yes RETURN SEMESTER: _____ RETURN YEAR: _____

Not Returning *This will completely withdraw you from USU. If you plan to return, you will need to re-apply for admission.*

WHY ARE YOU LEAVING USU AT THIS TIME? PLEASE CHECK ALL THAT APPLY.

Medical Military Family Responsibilities Academic Difficulties

Marriage Financial Employment

Transferring Schools. Please list school: _____

Other, please explain. _____

Enter signature in English: _____ Date: _____

Save document as A number_location_loa-withd

Example: A00000001_BIT_loa-withd

Print copy for local office.

In most cases, students granted a Leave of Absence do not need to reapply for admission to USU. However, you may face challenges that delay your progress towards graduation. If you have been absent for longer than a year you may need to reapply. If you left under poor academic standing, you may need to reapply for admission and submit an Academic Inquiry Form. We encourage you to consult with your local office and the China Programs office.