**Requesting a Leave of Absence (LOA)**

Sometimes along your educational journey, life gets in the way, and you may have to choose to step away and take **a leave of absence (LOA)**.  If you come to this crossroad, SHRS would like to make the process of requesting a LOA as easy as possible.

 Here are the steps you will need to follow.

**Before submitting your request.**

* Discuss requesting a LOA with your advisor, success coach or program director.
* Review the information for [Undergraduates](https://pitt.sharepoint.com/sites/shrsdeanss/Student%20Services%20Shared%20Folders/LOA/New%20System%20Information/Undergrad/LOA%20Undergraduate%20Student%20Information.pdf) & [Graduates](https://pitt.sharepoint.com/sites/shrsdeanss/Student%20Services%20Shared%20Folders/LOA/New%20System%20Information/Grad/LOA%20Graduate%20Student%20Information.pdf) and the [request screen](https://pitt.sharepoint.com/sites/shrsdeanss/Student%20Services%20Shared%20Folders/LOA/New%20System%20Information/Undergrad/Request%20Screen.JPG) to see what information you will be asked for.
* Determine when you will need to request the LOA to begin and when you expect to return.

**Before a term begins**: If you know before a term starts that you will not be able to attend, you must request a LOA **at least two weeks prior to the start of the term.**

* If your degree does not require you to be enrolled in the summer term, you do not need to take a LOA for the summer term.

**During a term:** you can request one at any time.  Information regarding enrollment & G grades can be found here for [Undergraduates](https://pitt.sharepoint.com/sites/shrsdeanss/Student%20Services%20Shared%20Folders/LOA/New%20System%20Information/Undergrad/LOA%20Undergraduate%20Student%20Information.pdf) & [Graduates](https://pitt.sharepoint.com/sites/shrsdeanss/Student%20Services%20Shared%20Folders/LOA/New%20System%20Information/Grad/LOA%20Graduate%20Student%20Information.pdf).

* Determine if this is a **medical LOA**.  If so, you will need to upload in the request form a formal note from your doctor.  Please have the note from the doctor saved as a pdf.
* A hold will be placed on the student’s PeopleSoft account to block future enrollment until the SHRS Registrar is provided with a doctor's note to return.
* The returning doctor note will need to be emailed to Kellie Beach, SHRS Registrar at [kbeach@pitt.edu](mailto:kbeach@pitt.edu).

If you have additional questions, please email Kellie Beach, SHRS Registrar at [kbeach@pitt.edu](mailto:kbeach@pitt.edu), before submitting your request.

**Submitting your request -**  Click on this link:  [SHRS - Leave of Absence Request](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.powerapps.com%2Fplay%2Fe%2Fba5b0c7c-05c6-e663-82d5-b82a3e96bd18%2Fa%2F3395e1ea-b5a4-4d9c-9a0d-6381251d4224%3FtenantId%3D9ef9f489-e0a0-4eeb-87cc-3a526112fd0d%26hint%3Dfde496ed-ed34-496f-9459-f00a3cfba32c%26sourcetime%3D1724271532289&data=05%7C02%7Ckbeach%40pitt.edu%7C114fec4794a34c2c533608dcde69cecb%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C638629794306523201%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=JTTsAbnHlJJq%2BV2MAi79SqseNAi4sWLgBKVwB6UlKkU%3D&reserved=0)

NOTE: all information you submit will be shared with your advisor, the associate dean and the SHRS Registrar.

Close-up of a paper with a pen

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**Step 1**: Choose the appropriate form (Undergrad/Grad).

**Step 2:** Read the 1st page information and check the box to accept and proceed with your request.

**Step 3:** Fill in all the information (make sure to choose the correct advisor from the drop-down list.)

**Step 4:** Submit your request.

Your request will be sent to your advisor, the appropriate SHRS Associate Dean, and the SHRS Registrar for review.

* At any time, you can preview your submission to see where it is in the process.  To do so, click on the request link above and then view previous submissions under students.

Allow up to one week from the date of submission to be processed.  Upon the final decision you will receive a confirmation email, and a copy will be placed in your student file.