



Office of the Registrar
170 Bluestone Dr. MSC 3533
Harrisonburg, VA 22807
Phone (540) 568-2991
Fax (540) 568-3499

NON-RETURNING/LEAVE OF ABSENCE NOTICE

Students who are withdrawing during the first three weeks of the current semester, or students who plan to complete their current semester but will not be attending JMU for the subsequent semester, must submit this form to the Office of the Registrar. Students desiring to withdraw after the third week of the current semester must contact the [Ombudsperson](#).

Reminder:

Students who withdraw from the university will lose access to ALL campus services, including e-campus & Web Mail.

(Please Print)

Name _____
(Last) (First) (MI)

Student ID #: _____ Date of Birth _____ Active _____
E-mail _____

Home or Forwarding Address: _____
(Street)

(City) (State) (ZIP)
Local Phone (____) _____ Home Phone (____) _____

Academic Level (UG): SR JR SOPH FR
(Other): Graduate Student Doctoral Student Outreach Student (Non-Degree)

Current Academic Standing: Good Standing Probation Suspension {form not necessary}

Name of Current Academic Advisor: _____

I do not intend to return to James Madison University for: Fall Semester ____ Spring Semester ____

Please indicate reason for leaving:

- Transferring to another institution
 Non-Credit Internship/Externship Experience
 Other (Explain) _____

You must check one of the following regarding Federal Financial Aid:

- JMU may cancel my aid.
 I do not have Federal Financial Aid
 I wish to discuss my options with the Office of Financial Aid (If checked, you must submit form to Financial Aid.)
OFA Signature _____ OFA Printed Name _____

I intend to re-enter JMU: Fall Semester ____ Spring Semester ____ Summer Session ____
 Unsure at this time (please see: <http://www.jmu.edu/registrar/Reentry.shtml>)

I do not intend to return to JMU:

Signature _____ Date _____

Return form to the Office of the Registrar at the address/fax number listed above.

REENTRY TO THE UNIVERSITY

Degree-seeking students who have **not** completed a degree or attended JMU for one or more semesters and who wish to return to their studies at JMU are classified as re-entry students. The re-entry process is contingent upon the student's length of absence and academic standing at the time of departure.

Reentry after Absence Exceeding Two Calendar Years

Students who wish to reenter after an absence of two or more calendar years, regardless of their academic standing at the time of departure, must apply for readmission through the Office of Admissions, 481 Bluestone Dr. MSC 0101, Harrisonburg, VA 22807. (540) 568-5681 Readmission is not automatic but subject to Admission Committee review of the application, the personal statement citing the reason for absence, and evaluation of work completed at JMU as well as work completed at other institutions during the student's absence from JMU.

Reentry after Absence of Less than Two Calendar Years

Deadlines for Submission of Intent to Enroll Forms	
Fall Semester	July 1
Spring Semester	November 1
Summer Session	April 1

Deadlines for Submission of Intent to Enroll Forms	
Fall Semester	July 1
Spring Semester	November 1
Summer Session	April 1

Students in Good Standing

Students who left the university in good standing and who have been absent for one semester or more without declaring a formal leave of absence must submit an "Intent to Enroll" form. The Intent to Enroll Form must be submitted in person, faxed or postmarked by the indicated deadline for the anticipated semester of return. **All registration holds must be cleared before the student will be eligible to register.**

Students in good standing who have declared a formal leave of absence will be automatically reactivated and eligible to register for the stated semester of return without further action on their part (provided resolution of outstanding registration holds).

Students on Probation

Students who left the university on academic probation and who have been absent for one semester or more must submit an "Intent to Enroll" form **directly** to the Director of Academic Student Services, 71 Alumnae Dr. MSC 7506, Harrisonburg, VA 22807. The Intent to Enroll Form must be submitted in person or postmarked by the indicated deadline for the anticipated semester of return, faxes will not be accepted. **A typewritten personal statement citing the reason for departure and interim activities must accompany the form.** Re-entry and continued enrollment are not guaranteed, but contingent upon review by an academic review committee chaired by the Director of Academic Student Services. Such review may result in denial or conditional re-entry.

Students on Suspension

Students who leave the university on a first academic suspension may follow the appeal process stated in their suspension notification or apply for re-entry after the suspension period. The Intent to Enroll Form must be submitted in person or postmarked by the indicated deadline for the anticipated semester of return, faxes will not be accepted. **A typewritten personal statement citing the reason for departure and interim activities must accompany all Intent to Enroll Forms.** Submit all documents to the Director of Academic Student Services, 71 Alumnae Dr. MSC 7506, Harrisonburg, VA 22807. Re-entry and continued enrollment are not guaranteed, but contingent upon review by an academic review committee chaired by the Director of Academic Student Services. Such review may result in denial or conditional re-entry.