



Leave of Absence Checklist

If you are thinking of taking some time away from DePaul, please consider contacting the following offices, if applicable.

College Office & Advisor

Before taking a Leave of Absence, you must withdraw yourself from courses in which you might be enrolled during your withdrawal/leave of absence period. If you are enrolled in courses which might be affected by the time away (current or future terms), then please enter Campus Connection to drop them. You should contact both your Academic Advisor and College Office to ensure there are no additional steps needed to process your Leave of Absence/Withdrawal.

Office of Student Employment

According to university policy, students employed on campus must maintain half time enrollment. If you drop to less than half time enrollment, you will need to resign for your student position immediately. Please contact the Office of Student Employment at 312-362-5599 for more information. <http://studentemployment.depaul.edu>

Financial Aid

Withdrawing from classes may have serious consequences for your financial aid awards and your overall aid eligibility. Please refer to the Office of Financial Aid Withdrawal From Classes webpage, <https://www.depaul.edu/admission-and-aid/financial-aid/maintain-eligibility/Pages/withdrawal.aspx>, for more information on the effects of withdrawal on your student aid and other aspects of your student life. You will also receive information on this page about the effects of withdrawal on your student loans, as well as your loan exit responsibilities

Housing Services

If you currently live in On-Campus Housing, you will need to cancel your Housing Agreement. Eligibility for On-Campus housing requires that students be enrolled in classes. According to the Terms & Conditions of your Housing Agreement, you must cancel your Agreement in writing with the Department of Housing Services. To make arrangements to cancel your Housing Agreement and move out of your On-Campus space, please contact Housing Services at 773.325.7196 or housing@depaul.edu. For more information, you can also visit the Housing Services website at: <http://housing.depaul.edu>

Student Centers

If you have a Meal Plan, do not live on campus and need to cancel or change that plan, please contact the Student Centers. To change your plan, you can visit the Student Centers website, <https://offices.depaul.edu/student-centers/dining-plans-services/Pages/dining-plan-request-form.aspx>, to complete a Dining Plan form. To cancel your plan, please visit the Student Centers office located in Suite 303 of the Student Center in Lincoln Park. For general questions about your meal plan please contact studentcenters@depaul.edu or 773.325.7346.