Admissions

Leave of Absence and Deferment

Students who wish to take a break from their educational studies for one or more semesters (other than summer semester for most Utah Tech programs) should file a Leave of Absence form.

**Leave of Absence:** For Current students who have attended Utah Tech for one or more semesters and plan to take a break from school, but plan to return to Utah Tech in a future semester.

**Deferment:** First-time freshmen, transfer students, or readmitted students who wish to defer their enrollment in the institution once they have been completely admitted.

- Students who received concurrent enrollment credits as high school students are still considered first time freshmen.

Students may request a Leave of Absence or Deferment for a maximum of seven (7) consecutive semesters (including summers). The Leave of Absence form or the Deferment form must be submitted by the third week of the semester in which the Leave of Absence will begin.

Leave of Absence and Deferments may be granted for the following reasons:

- Family responsibilities
- Financial
- Humanitarian service
- Medical
- Military service
- Religious mission

A student may not request a Leave of Absence or Deferment to attend another post-secondary institution, including any university, college, or technical/vocational school.

Benefits of a Leave of Absence or Deferment

- Students that are granted a Leave of Absence or Deferment, will not be required to apply for readmission as long as s/he registers for classes in the semester of their designated return.
- Academic scholarships can be placed on hold and reactivated for the designated semester of the students’ return (Information regarding a Scholarship Deferment can be found in the Scholarship section of this catalog).
- Out-of state tuition waivers can not be deferred, but students granted such a waiver who defer their admission will receive first priority for such a waiver upon their return, pending eligibility and program restrictions.
- Students can designate someone to act on their behalf while they are away from school (register for classes, work with financial aid, etc.).

Steps to set up a Leave of Absence or Deferment

- Designate someone to act on your behalf while you are away. Ideally, this should be a parent or guardian. This designation will authorize university officials to share information about your record with this person(s). Without the selection of a delegate, federal privacy laws (FERPA) prevents the university from sharing any information with anyone trying to assist you before your return.
- Provide your delegate the necessary information to access your student account (permission passphrase, digital ID number, and Utah Tech password if needed).
- Meet with an academic advisor to determine what courses you should take upon return.

Returning from Leave of Absence or Deferment

- Contact your academic advisor to create an academic plan to review updated or new requirements and facilitate efficient completion program and degree requirements.
- Register for classes for the designated semester of your return to Utah Tech. It is a student’s responsibility to register for the semester following the period of the Leave of Absence; the student may designate someone to register for him/her prior to his/her return.
- If you need to change your anticipated return date to Utah Tech, contact the Admissions Office (https://admissions.utahtech.edu/). If you exceed the 7 maximum amount of seven semesters, you may need to reapply.
- Contact the Financial Aid and Scholarship Office to verify eligibility for aid. If a student does not register for courses within seven semesters, the student will forfeit any scholarship or tuition waiver rights.
- If you learned a foreign language during your deferral period, you may be eligible to earn up to 16 credits by taking an exam and/or course. Contact the Humanities Department for more information.
• Upon returning to Utah Tech, students will have the option to select the original catalog at initial enrollment or the current catalog. The time a student is away, however, still counts toward the seven year (for Bachelor degree programs, four years for Associate degree programs) life of their chosen catalog.

• Students may need to retake the Accuplacer exam for any required Math prerequisites.