

Undergraduate Temporary Leave Arrangements Worksheet

All parties involved understand that these are proposed arrangements, and these may need to be altered depending on a student's individual circumstances. Students may choose to reach out to the Dean of Students Office to assist with the negotiation of these arrangements.

Student information

Student name:

M Number:

Advisor name(s):

Student's major:

Proposed leave dates (NOTE: these can change):

Phone number for contacting during leave:

Email for contacting during leave:

Academic Liaison

During the leave, this person will be an academic liaison for the student to communicate changes if the leave period changes and to facilitate conversations about extension requests during the leave period.

Academic liaison:

Signatures

Student:

Advisor(s):

Coursework instructors:

Communication during leave

Describe how you will be available to Michigan Tech during your leave period. Think about:

- Do you anticipate not being available during your leave?
- What times do you anticipate being available? (day, afternoon, evening)
- What days do you anticipate being available? (weekdays, weekends)
- What method is best for an urgent request? (phone, email, text)
- How often you will be monitoring your phone and/or email? (daily, weekly, not at all)
- Who can be contacted if you have not responded to an urgent request within a specified time frame? (friend, family member, etc.)

Type	Description of availability
Email	
Phone call	
Texting	
In-person	

Alternate/Emergency Contact Person	
Name	
Phone Number	

Coursework

List courses the student will be enrolled in during the leave period and the assignments that will be missed during the leave period. Duplicate the course sections as needed. If changes need to be made to this plan, how will those be initiated?

Course #1: _____

Course Task (assignment, exam, etc.)	Task deadline	Proposed plan for completion (before leave, after leave, etc.)	Instructor notes

Course #2: _____

Course Task (assignment, exam, etc.)	Task deadline	Proposed plan for completion (before leave, after leave, etc.)	Instructor notes

Course #3: _____

Course Task (assignment, exam, etc.)	Task deadline	Proposed plan for completion (before leave, after leave, etc.)	Instructor notes

Course #4: _____

Course Task (assignment, exam, etc.)	Task deadline	Proposed plan for completion (before leave, after leave, etc.)	Instructor notes

Course #5: _____

Course Task (assignment, exam, etc.)	Task deadline	Proposed plan for completion (before leave, after leave, etc.)	Instructor notes

Additional information