Leave of Absence

Students who plan to be absent from the university must fill this form and have it approved by the program director. Students who begin a leave of absence during a semester prior to the eighth week will be assigned a grade of “W.” If a student takes a leave of absence after the eighth week of the semester, he or she will receive a failing grade. The maximum permitted duration of an approved leave of absence is normally one academic year.

Student Name: ____________________________

Phone: ________________ e-Mail: ________________ Student ID#: ________________

Current Address

Street 1: ____________________________

Street 2: ____________________________

City: ________________ State: ________________ Zip Code: ________________

I will be Absent in the Semester of: ☐ Fall ☐ Spring

I will be Absent in the Academic Year of: ____________________________

I expect to Return in the Semester of: ☐ Fall ☐ Spring

I expect to Return in the Academic Year of: ____________________________

Reason for Leave of Absence: ____________________________

I have read and understood the academic catalog and the terms and rules of Leave of Absence Policy.

Student e-Signature ____________________________ Date ____________________________