



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 Signature

Date

Bursar Signature

Date

DSO Signature

Date

Registrar Signature

Date