



PETITION FOR A LEAVE OF ABSENCE

(Policy Effective Fall 2007 – See Reverse Side for Policy)

A Leave-of-Absence is approved unless otherwise notified by the Registrar's Office

PLEASE TYPE OR PRINT IN DARK INK

Student Name: Last First M.I. Student ID #

Address during leave:

Phone number(s) during leave:

E-mail address during leave:

Student's program and college:

I request approval to take an academic leave for the quarter/semester and year beginning through the end of quarter/semester and year

NOTE: See reverse side for policy regarding leave of absence limits.

Reason for leave:

PLEASE NOTE: If courses remain on student's schedule for a term in which a leave of absence is requested, the courses will be withdrawn, and the Accounting and Financial Aid Offices will be notified.

I have read and accept the conditions of the Leave of Absence Policy and notes on the reverse side of this petition.

Student signature: Date:

NOTE: Appropriate advisor signature is required! Advisor signature indicates approval.

Advisor signature: (Required) Date:

Chair R & A Committee signature (if necessary): Date:

Program Director or Field Director signature (if necessary): Date:

Dean or Program Chair signature (if necessary): Date:

Registrar's Office use only. A Leave-of-Absence is approved unless otherwise notified by the Registrar's Office.

Approved Denied. Reasons:

Processed by: Date:

Table with 1 column 'LOA terms/years' and 4 rows for listing terms.

**PETITION FOR A LEAVE OF ABSENCE****Leave of Absence Policy** (Effective Fall 2007)

From the University general catalog, applicable to **all** students in **all** programs:

Matriculated students are expected to maintain regular (continuous) enrollment in their program. Students who find it necessary not to enroll for one or more terms must complete a *Petition for Leave of Absence*. This form is available in the registrar's office and on the University's website. Leaves of absence may be granted for up to four terms, whether consecutive or non-consecutive, including any term in which a student enrolled but withdrew from *all* courses.

Students are responsible for obtaining approval of the leave of absence as well as withdrawing from courses if necessary. Withdrawal from courses must be done via an *Add/Drop Form*; course withdrawals are not done automatically upon approval of the leave request.

Non-attendance for one or more terms without an approved leave may impact the student's matriculation or residency status at the University. Students who are absent without an approved leave or who are absent for a term beyond the approved leave will be required to apply for readmission before enrolling in further coursework. Such students are subject to those admissions requirements in place at the time of reapplication and are not automatically awarded credit for prior coursework upon readmission.

Students who receive financial aid are strongly advised to contact the Financial Aid Office *before* requesting a leave of absence to discuss the impact of the leave on financial aid eligibility and loan repayment status. Generally, leaves of absence are treated as withdrawals for federal financial aid purposes and may cause federal loans to enter repayment status.

Other notes:

- There is no retroactive leave of absence; you must submit your petition in the quarter/semester either prior to or concurrent with the request.
- The Registrar's Office will review your record for all absences to determine your eligibility.
- An approved leave can be for no more than four terms and you can have only a total of four absences (approved or unapproved).
- Students on unapproved leaves or who are absent for a term beyond the approved leave will be prevented from registering for classes and will have to contact the Admissions Office.
- A Leave-of-Absence is approved unless otherwise notified by the Registrar's Office; you will not be notified of approval.
- If courses remain on a student's schedule for the session in which a leave of absence has been requested, the course(s) will be withdrawn. The Accounting and Financial Aid Offices will be notified of the withdrawal. Withdrawals do not remove the student's financial responsibility for the tuition.