

PETITION FOR A LEAVE OF ABSENCE

(Effective Fall 2007)

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

See reverse side for policy

PLEASE TYPE OR PRINT IN DARK INK

Student Name: (Please Print) Last First M.I. Student ID #

Address during leave:

Phone number(s) during leave:

e-mail address during leave:

Student's program and school:

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:

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:

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

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

Registrar's Office use only.

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Denied. Reasons:

Registration assistant signature: Date:

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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 4 terms and you can have only a total of 4 absences (approved or unapproved);
- You are not approved for a leave of absence until you receive notification in the mail from the Registrar's Office;
- 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 assumed approved unless otherwise notified by the Registrar's Office; you will not be notified of approval.