



Academic Leave of Absence Request Form
Office of the Registrar

A Leave of Absence is a temporary interruption in a student's program of study, requires approval from the academic department chair, and will only be granted to a student with the specific intention to return to full-time status at the end of the leave. To use this form you must be a full-time student in good standing (academic and financial). The request must be submitted prior to June 15th for any leave requests for the fall semester and prior to December 1st for any leave requests for the spring semester. If the request for the leave is denied, the student may petition the Academic Policy and Standards Committee.

[A financial aid Leave of Absence may not be for more than 180 days by federal regulations, is a separate form found in the Financial Aid Office, and must be approved by the Director of Financial Aid.]

Student ID # Personal email

Name: Date submitted:

Address: (Street) (City) (State) (Zip)

Reason for leave request: Military Duty Medical Personal Other
Explain reason below:

Three horizontal lines for explaining the reason for the leave request.

Leave Start: Return Semester Fall Spring Summer Year: 20\_\_

Note: A student not returning from an approved Leave of Absence will be administratively withdrawn from the institution. The withdrawal date will be retroactive to the leave start date.

Student Signature Date:

Comments:

Department Chair Signature Date:

Financial Aid Officer Signature (confirmation of effective date) Date: