



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 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 _____

Reason for leave request: Military Duty Medical Personal Other

Explain reason below:

Leave Start Date _____ Return Semester Fall Spring Summer Year _____

Note: A student not returning from an approved Leave of Absence will be administratively withdrawn from the institution.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 (confirmation of effective date) Date