

ACADEMIC LEAVE OF ABSENCE

(Completed form MUST be submitted to the Registrar's Office)

IMPORTANT NOTICE TO STUDENTS:

- Application MUST be made with the advice of the Department Chair.
- A student who has remained out of school for two consecutive regular semesters is readmitted under the bulletin prior to the term of readmission.
- A student who has remained out of school for more than two consecutive regular semesters is readmitted under the current bulletin that is in effect at the time of readmission.

A. APPLICATION FOR LEAVE OF ABSENCE

Name _____ Student ID# _____

Program of Study _____ Year of Study _____

B. PERIOD OF ABSENCE

Length of absence _____

Date of absence from _____ to _____

C. REASON FOR LEAVE OF ABSENCE

Please specify reasons for leave request _____

Student Signature _____ Date _____

D. APPROVAL AND SUPPORT

Comments _____

Department Chair Signature _____ Date _____