



REQUEST FOR LEAVE OF ABSENCE

POLICIES ON LEAVES:

A student who is unable to continue academic work must submit a Leave of Absence form to the Director of Admissions specifying grounds of medical, financial exigency or vocational reconsideration so that the specific program area Director may determine if the leave is warranted. A program Director grants or denies the request, signs the form and returns it to the Registrar's office for review, filing, and posting in the student's record. The program Director will also communicate the decision in writing to the student. A leave of absence requires a break in all academic work including library privileges, coursework, and conferences with faculty. It is not appropriate to take a leave of absence to work on a thesis.

LIMITS ON LEAVES:

A leave of absence may vary in length from one term to an academic year. It may be renewed for up to an additional year upon petition to the program Director. After two academic years (or 6 quarters) a student must reapply for admission and become subject to the catalog then in effect. Due to federal regulations, international students must reapply for leave each term.

FINANCIAL IMPLICATIONS OF LEAVES:

Students are advised to consult with the Main Office about whether a leave is the best financial decision. Students with educational loans cannot be certified as enrolled in school and need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months, and any preapproved scholarships may be revoked or suspended.

STUDENT NAME _____

ADDRESS _____

PHONE _____ ADVISOR _____

PROGRAM _____

LEAVE REQUESTED FOR (term/year) _____

PREVIOUS LEAVES TAKEN (term/year) _____

HAVE YOU EVER RECEIVED FINANCIAL ASSISTANCE? _____

REASONS FOR REQUEST (you may attach a letter if you prefer)

STUDENT SIGNATURE _____ DATE _____

Leave Granted

Leave Denied

DIRECTOR SIGNATURE _____ DATE _____