

Leave of Absence Form

Students: Complete this form to change to "Leave of Absence". This status is for a student who is currently enrolled who wishes to halt his or her academic progress for one semester and then resume the program. Please consult the catalog for additional policies

Student Name: _____

Date: _____ Phone #: _____

Address: _____

PLEASE CHECK ONE: Junior: _____ Senior: _____ Graduate _____

When will your Leave begin? _____

When will your Leave end? _____

Will you be attending another college or university? _____

Reason for Leave: _____

Student Signature: _____

Academic Advisor Signature: _____

Department Chair Signature: _____

Office of the Registrar Signature: _____

A leave of absence (LOA) option is available for students currently enrolled in the program who are in good academic standing. This option is used when a student needs to halt their academic progress for one semester. Students may then be eligible to resume their program.

To be considered for LOA, the student must complete the LOA application form and obtain approval and signatures of their academic advisor, the Dean/Program Director and the Registrar.

Students may be placed on LOA during a semester in which they are currently enrolled. Courses in progress are awarded W grades and must be completed upon returning to school. The LOA period may not exceed 180 days, or one full semester. Students who do not return from LOA within 180 days will be withdrawn from the University.

The records of students on LOA will be maintained by the Office of the Registrar. Students on LOA do not need to apply for readmission to the program but must report to the Office of the Registrar before resuming their studies. Students in this category are eligible for financial aid only during their actual semesters in attendance; likewise, verification of enrollment can only be done for the actual semester in attendance.