

Student Request for Leave or Return from Leave of Absence

Student Name (please print)			Student ID Number	Current Date
Last Name	First Name	Middle		

Request For Leave of Absence

Begin Date	Last Day or Class Attendance	End Date		
College	Major	Year in Program	Degree Name	Exp. Grad. Date

Reason:

Have you received federal student financial aid funds? Yes No

If yes, official leave cannot exceed 180 in-school days, per federal regulations.

Return From Leave of Absence

NOTE: STUDENT WILL HAVE TO REAPPLY IF LEAVE OF ABSENCE IN EXCEEDS THREE CONSECUTIVE TERMS

Last Year and Term Enrolled			Year and Term Returning		
Return status will be:	College	Major/Plan	Year in Program	Degree Name	Exp. Grad. Date

Full time
 Part time
 In Full Standing
 On Probation

POLICY

Students may request a leave of absence. The major department and the college must approve a leave. Graduate students must get approval from the Graduate College dean. If granted, the student will be allowed to remain out of school for no more than one academic year. For example, if a student completes the fall term and is granted a leave of absence beginning the next spring term, the student may remain on leave of absence for the spring semester, the summer session and the following fall semester, but enrollment will be required by the next spring semester.

If a student does not reenroll for a term, a leave of absence must be granted or readmission will be required for future enrollment.

Authorizations and Signatures

Student Signature	Date
College Official Signature	Date
Graduate College Dean Signature	Date

Administrative Use Only

Processed By	Date	Comments
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