

Leave of Absence (LOA) Request Form

A student who wishes to temporarily interrupt their progress toward degree completion may petition for a general leave of absence. General leaves of absence must be approved by the student's program of study. The process to petition for a general leave of absence is as follows:

- Student must submit the Leave of Absence Request Form to the program's Chair for review.
- Leaves of absence are granted for no less than one semester and no more than one year.
- During a leave of absence, students are not permitted to enroll at the University and will not be considered active students.
- At the end of the approved leave period, the student must petition for reinstatement by contacting the program's Chair via email at least 6 weeks before the start of the semester in which they plan to return.
- Students must set up an advisement meeting before registration for the semester in which they plan to return.
- Students who fail to petition to return after a leave of absence, may be withdrawn (discontinued) from their program and need to apply for readmission in order to return.

STUDENT INFORMATION

Date: _____ EMPL ID: _____

Last Name: _____ First Name: _____ MI: _____

Email: _____ Phone Number: _____

Last Semester Enrolled: _____/Year _____ Current GPA: _____

Academic Plan (MAJOR): _____

I request a Leave of Absence for the following term(s): Fall/Year: _____ Spring/Year: _____

Primary Reason for the LOA:

☐ Outside Employment ☐ Medical ☐ Family Obligations ☐ Emergency ☐ Financial Hardship

Please explain:

I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. I understand that a false statement or misrepresentation on this form may result in the rejection of my request. I understand that taking a leave of absence can impact the student loan repayment timeline and that I should contact the Office of Financial Aid to understand the full financial impact.

Student Signature: _____ Date: _____

Department Use Only:

Notes: _____

Department Chair's Signature: _____ Date: _____