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 ________________