



Leave of Absence Form

Print Student Name: _____ Date: _____

Date of Birth _____ (mm) / _____ (dd) / _____ (yyyy) Phone No.: _____

Address: _____

City, State, Zip: _____

Last Date of Attendance: _____ Class: _____

Reason for Leave: _____

Possible Return Date: _____

Student's Signature: _____ Date: _____

Academic Dean's or
Director's Signature: _____ Date: _____

Leaves are initially granted for a period of no more than one year, but an extension of up to one additional year may be granted under exceptional circumstances. When an extension is granted, the conditions for return must be negotiated with the advisor or school dean prior to returning to the program. Full-time International students can leave one quarter per academic year, if they enrolled in three quarters during the academic year.