



## Leave of Absence Request

Students who find it necessary to interrupt their planned program of study due to serious life difficulties (medical, family, employment, etc.) may request a leave of absence by submitting a petition through their faculty advisor to the Academic Policy Committee. This petition should include reasons for seeking a leave and a schedule for resuming study. When the Committee has made a decision, the student will receive a letter informing her or him of the decision. Leaves are not granted for more than one academic year.

Student Name \_\_\_\_\_

Program \_\_\_\_\_

I am requesting a leave of absence until \_\_\_\_\_(please list the date you intend to return).

**Students should be aware that an approved leave of absence for Federal Student Aid cannot exceed 180 days.**

Reason for Leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use

Conditions of Leave of Absence \_\_\_\_\_

Approved by APC? \_\_\_\_\_ FSA Approved? \_\_\_\_\_ Last Date of Attendance: \_\_\_/\_\_\_/\_\_\_