



Request for Leave of Absence

Graduate students who must leave the college for a period of one semester or more, due to military service, prolonged illness or other unusual circumstances, whether before or after they have completed the work prescribed in their Plan of Study, should apply for a Leave of Absence. The request should be made in writing to the appropriate Academic Dean, include an endorsement from the adviser or Program Director, and should be sufficiently specific to enable the Academic Dean to determine whether the leave is warranted. A leave of absence, granted under such unusual circumstances, has the effect of suspending time limitations such as those for completion of the degree or for the removal of incomplete grades.

Accordingly, a leave will be granted only for sufficient reason and only if it is to be for one year or less. Students may apply in writing for a maximum of one additional year if circumstances warrant.

Name _____ ID _____ Date _____

Graduate Program _____ Date of Plan of Study _____

Start Date of LOA _____ End Date of LOA _____

Explanation:

Student

Date

Adviser or Program Director

Date

Academic Dean

Date