



**Leave of Absence (LOA) Request Form**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First

Program of Study: \_\_\_\_\_ Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ ( Home/  Cell) Student Status?  International (US visa holder)  Domestic

The reason for my request is:

Break/Vacation  Emergency outside the US  Medical leave  Military Deployment

Other. Explain: \_\_\_\_\_

I request a leave of absence from \_\_\_\_\_ to \_\_\_\_\_. I will return on \_\_\_\_\_.  
Year/Term Year/Term Year/Term

**Guidelines:**

Students in good financial and academic standing who find it necessary to interrupt their education may apply for a Leave of Absence (LOA) for up to one semester (two consecutive eight-week sessions) per calendar year.

Application for LOA must be made prior to the start of the session in which the LOA is to begin. The LOA will NOT be granted for a session that has already started.

Failure to return at the end of an approved LOA will result in a student's being **withdrawn from the university**.

Students are eligible for LOA after they have successfully completed one semester (two consecutive terms of 8-weeks).

A leave of absence does not adversely affect satisfactory progress toward a degree. Contact Financial Aid for information on the effects of a Leave of Absence on financial aid packages.

*By checking the boxes below:*

- I understand that if I have Stafford loans and do not return from a leave, my loans may go into immediate repayment.
- I understand the Leave of Absence (LOA) guidelines mentioned above in accordance to the Academic Catalog.

**\*\*\*On-campus students must collect the signatures\*\*\*  
**\*\*\*Online students must submit this form to Student Retention and Services\*\*\*****

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

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**Office Use Only** Printed Name/Signature

Student Finance: \_\_\_\_\_ Date: \_\_\_\_\_

Academics: \_\_\_\_\_ Date: \_\_\_\_\_

DSO (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Send final signed copy to Student Finance and DSO (if applicable)

Approved:  Yes  No. Comments: \_\_\_\_\_