

LEAVE - PLANNED EDUCATIONAL

The petition for Educational Leave must be initiated and approved before the leave begins and will not be granted retroactively, it must be submitted to OAR before the "Term Leave Begins".

STUDENT ID#

--	--	--	--	--	--	--	--	--	--

PHONE / E-MAIL

STUDENT NAME:

Print Last

First

Middle Initial

Street

City

State

Zip Code

ELIGIBILITY AND INSTRUCTIONS TO THE STUDENT

- You must be eligible to enroll in the term which the leave begins.
- You cannot be on academic probation.
- You cannot be enrolled in the term in which the leave begins.
Note: If you are currently enrolled for the term in which your requested leave is to begin, it is your responsibility to drop/withdraw from your classes. Please contact student accounts regarding refund policies.
- Please indicate below when leave will be.

Term Leave Begins _____

Term Proposed to Return _____

Undergraduate or Graduate: _____

Major: _____

- Are you a Foreign Student? Yes _____ No _____
- Did you request a Graduation Evaluation? Yes _____ No _____ If yes, what term _____
*Note: If you are requesting a Planned Educational Leave beyond the term you have projected for degree completion, you **must** update your degree completion date when you return from leave.*
- Student loan recipients may face repayment responsibility with their lender. Please check with Student Accounts for any financial obligation details.
- It is the student's responsibility to obtain all signatures and then submit the completed request to the Office of Academic Records 01-222.

Note: Confirmation is mailed to address provided on this form, copies are sent to your major department and student file.

STATEMENT OF PURPOSE:

REQUIRED SIGNATURES:

Student Signature

Date

- Your signature indicates you have read and understand the Planned Educational Leave requirements, entitlements, and conditions indicated on the reverse side.

Recommended by Student's Advisor

Date

Approved by Student's Department Head

Date

EDUCATIONAL LEAVE OF ABSENCE

Students are permitted to take a Planned Educational Leave or a Medical Leave with a written request and approval by campus officials.

Educational Leaves:

- A Planned Educational Leave must be for a purpose that contributes to the student's educational objective and is approved by the student's major department head or chair.
- To be considered for an Educational Leave, the student must be eligible to enroll for the term in which the leave begins and not be on academic probation.
- The application for Educational Leave must be initiated and approved before the leave begins and will not be granted retroactively.
- Application forms and information concerning Leaves of Absence may be obtained from the Office of Academic Records.

Eligibility for All Leaves:

- A student on Educational or Medical Leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.
- A student on Educational or Medical Leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.
- No more than two leaves will be available to each student (totaling a maximum of 8 terms).
- The student on leave may return and enroll for any term prior to the term when the leave is scheduled to end. NO leave will be extended beyond the two-year limitation for any reason.
- Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.

Office of Academic Records Use Only:

AP staus eligible _____

ACTIVE IN PRGM _____

LEAV PRGM ACTN/REASON _____

RLOA PRGM ACTN/REASON _____

Term activation _____

Transcript text _____

Transfer credit report _____

Confirmation letter sent _____

Check to see if foreign student. If foreign student
FAX a copy of this Request to International and Exchange
Programs 756-5484