# Request for

# LEAVE OF ABSENCE

|  |  |
| --- | --- |
| **To:** Dean of The Graduate School | |
| **From:** Program Director: |  |
|  | Director’s name**/**Program name |

***Student Information:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | ID Number: | |  | | |
|  | | | | | | | | | |
| Degree/Program: | |  | | Major: |  | | | | |
|  | | | | | | | | | |
| Currently registered?  Yes  No | | | Date of Admission: | | |  | | GPA: |  |
|  | | | | | | | | | |
| International Student?  Yes  No | | | | | | | | | |
|  | | | | | | | | | |
| Has the student had a previous LOA?  Yes  No | | | | | | | | | |
|  | | | | | | | | | |
| If Yes, how many and when? | | | | | | | | | |

## *Current Request:*

|  |  |  |  |
| --- | --- | --- | --- |
| Specify which semesters for LOA |  | | |
|  | | | |
| Specify when returning to continue | |  |
|  | | | |
| Current Transcript Attached):  Yes  No | | | |
|  | | | | |
| Justification(indicate if attached): | | | | |

Student Signature/Date (or attach): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***DGP Signature/Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Approved for the Graduate School by:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Date