



Leave of Absence

Student Name _____ Student ID# _____

A leave of absence allows a student to take a break from school and remain actively enrolled at the university. A student is allowed to have 3 Leave of Absence (LOA's) within a 12-month rolling period that do not exceed 60 days per LOA. The total time spent on an LOA in a rolling calendar year cannot exceed 180 days. **All LOA requests must be signed, dated, and submitted on or before the last day of attendance (LDA) in the course the student intends to take a break.**

LOA Start Date _____ LOA End Date _____

Reason for LOA Request

Note: The third LOA requested within a 12-month rolling period is required to demonstrate extenuating circumstances to be approved. The total time spent on LOA in a rolling calendar year cannot exceed 180 days.

Signature _____ Date _____