

APPLICATION FOR EDUCATIONAL LEAVE

ELIGIBILITY REQUIREMENTS:

Matriculated undergraduate or graduate students, in good standing, who have completed at least one semester and earned units may apply for an Educational Leave for a minimum of 1 semester or a maximum of 2 semesters. Additional leaves must be requested by submitting a new Application for Educational Leave within University deadlines. Under no circumstances shall the total number of semesters of educational leave exceed four per academic career.

DEADLINES:

Submit to Enrollment Services, BH-101, by the last day of the previous Fall or Spring semester. Approved applications submitted after the deadline will be accepted through the last day of the requested semester with a \$10 missed deadline fee. Forms submitted without a \$10 fee will be returned. Please note, students may be subject to pro-rated fees.

INSTRUCTIONS:

- 1. Complete the Educational Leave application form in full and obtain the required signature(s). VISA or Study Abroad Students must also acquire approval from the Center for International Education, BH-201.
2. Drop all enrolled courses for the semester requested prior to submitting the Application for Educational Leave. NOTE: Students who drop and receive 'W' grades do not need to apply for Educational Leave for that semester.
3. Submit the approved Application for Educational Leave in person at Enrollment Services, BH-101.
4. Change your graduation date if you file an application for educational leave for the semester you filed for graduation.

PLEASE PRINT ALL INFORMATION

Name: Campus ID #:

Class Level: Plan (Major) Program (Degree)

Certificate Objective:

Contact Information

Address: City: Zip:

Telephone: Home Work/Cell/Message:

E-mail address:

Number of Semester(s) of Leave: 1 2 Semester(s) and Year of Leave

I plan to return to the University: Fall Year: OR Spring Year:

Purpose of Leave: Medical Personal Educational Other

Explanation: (Include all institutions you plan to attend during the planned leave and list courses you plan to take for academic credit)

Student Signature:

REQUIRED SIGNATURES OF APPROVAL:

UNDERGRADUATES - Major Department Chairperson

GRADUATES - Graduate Advisor

Graduates attending another institution also need:

Major Department Chairperson Dean of College

VISA / STUDY ABROAD STUDENTS - Center for International Education, BH-201

Change of Graduation Date form submitted