

STUDENT LAST NAME		STUDENT FIRST NAME		M.I.	BANNER ID	DEGREE PROGRAM
ADMIT TERM & YEAR	LEAVE - REQUESTED BEGIN DATE	LEAVE - EXPECTED END DATE		EXPECTED DEGREE COMPLETION DATE (TERM & YEAR)		
MAILING ADDRESS - DURING LEAVE (INCLUDE STREET ADDRESS, CITY, STATE, ZIP/POSTAL CODE, COUNTRY)						
EMAIL ADDRESS				PHONE		

Leave of Absence Policy:

Under unusual circumstances, and following consultation with a student's advisor or the M.A. Program Director, the Associate Dean for Academic Affairs may grant a leave of absence. An approved leave of absence is limited to a maximum of one calendar year during the student's degree program and relieves the student of the obligation of paying tuition. It is understood that a student on a leave of absence is not present on campus, not receiving financial support and not drawing upon campus resources. A student must terminate the leave of absence and be a registered student in the semester in which the student's degree requirements are completed and/or in which the student graduates.

The milestone timeline and time limit for degree completion requirements will be stopped for a student with an approved leave of absence. Upon return from approved leave, the student's milestone timeline and time limit to degree completion will resume.

I request a leave of absence from my degree program according to the begin and end dates listed above.

Is this an extension from an earlier request?

If yes, when did your initial leave of absence begin?

STUDENT SIGNATURE	DATE SIGNED
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Please provide your reason for requesting a leave of absence (or extending an existing leave request):

See SMS Registrar

Approvals:

MAJOR ADVISOR NAME	SIGNATURE	DATE
ADVISOR RECOMMENDATION & COMMENTS:		
CO-MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-ADVISOR RECOMMENDATION & COMMENTS:		
INTERNATIONAL STUDENT ADVISOR NAME	SIGNATURE	DATE
INTERNATIONAL ADVISOR RECOMMENDATION & COMMENTS:		

Associate Dean for Academic Affairs Action:

ASSOCIATE DEAN NAME	SIGNATURE	DATE
COMMENTS:		

DocuSign form will automatically route to the SMS Registrar and all signers will receive a final PDF copy of the form.