

## Personal Leave of Absence

A personal leave of absence may be granted for one semester to students in good academic and social standing for whom personal matters require a temporary absence from the University. At the termination of the leave, the University will send appropriate materials as explained on the [attached information sheet](#). It is the student's responsibility to have courses taken out of residence pre-approved using the University's *Permission to Study Out of Residence Form* and to keep the Director of Second-Year, Transfer & Transition Initiatives informed of any changes in the student's academic or personal status. There will be an Out-of-Residence fee for maintaining matriculation. (See the Catalogue, Special Fees, for more information.)

**NAME:** \_\_\_\_\_

**STUDENT ID #:** \_\_\_\_\_

**Classification:** Freshman    Sophomore    Junior    Senior    **Major:** \_\_\_\_\_

**Date leave to go into effect:** \_\_\_\_\_ **Expected date of return:** \_\_\_\_\_

**Reason for leave (or attach brief essay):**

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**Student expects to take courses out of residence?** Yes    No

**Permanent Information:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Fax: \_\_\_\_\_

The information contained on this form is correct to the best of my knowledge.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Director of Second-Year, Transfer & Transition Initiatives Signature

\_\_\_\_\_  
Assistant Provost, Academic Achievement Center, Signature

\*\*\* This material was received by telephone. The student is being sent a copy of the form and pertinent information to complete and return. Yes or No