



Petition for Leave of Absence

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_ Term of Leave \_\_\_\_\_

Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

This Petition for Leave of Absence form must be completed and signed by all concerned parties and filed with the IBS Registrar by the end of the “late registration” period. Please review the academic policy stated below.

Academic Policy

- Leave of Absence may be taken for a maximum of four academic semesters, no more than two consecutively.
- All outstanding debts must be paid before the approval is granted. Request for a Leave of Absence must be made in writing to the IBS Dean by using this form.
- This request must be made no later than the end of the “late registration” period, usually the Friday of the second week of instruction for the semester in which the student intends to take a leave of absence; otherwise late registration fee will apply.
- Requests for a leave of absence will not be accepted after the “deadline for registered students to change enrollment without special permission” Consult the GTU Extended Calendar, available online, for the specific deadline date. After that date the student will be required to take an Incomplete for courses, and finish work, according to requirements for Incompletes.
- Failure to file a Leave of Absence request by the end of the late registration period will be considered a “withdrawal without notification”.
- Leaves are for one semester only and must be renewed each semester as needed.
- Payment of the Leave of Absence fee during the registration period of each semester of leave, is required to maintain Leave of absence status.

I have read and understand the Academic Policy on Incompletes as detailed above, and I agree to meet the required obligations and deadlines.

Student, Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean, Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar, Signature \_\_\_\_\_ Received and on Record, Date \_\_\_\_\_