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PETITION FOR LEAVE OF ABSENCE

Matriculating students are required to be enrolled each semester until they receive their degrees. The following categories carry no academic credit. A \$100 fee is required to process this form.

Leave of Absence (LEAVE 100)

Leave of absence is appropriate when matriculating students in good standing require leave for personal, professional or other legitimate reasons before all coursework for a degree has been completed. Students may take a leave of absence of not more than a total of one year during their degree programs. *Registration fees are charged for fall and spring semesters.*

Continuation of Candidacy (CANDCY 100)

Continuation of candidacy is appropriate when matriculating students have completed all of the coursework for a degree and are awaiting the next commencement. *Registration fees are waived for these students.*

Thesis/Paper Writing Status (THESIS 100)

Thesis/paper writing status is appropriate when all coursework is completed and matriculating students are engaged in an approved writing project. *Registration fees are charged for fall and spring semesters.*

Matriculating students are required to obtain the signatures of their academic adviser (or the Provost) and Financial Services Coordinator (if applicable). Once completed, please return this form to the Registrar's office.

Date _____

Student ID _____ **Social Security number** _____

Name (last, first, MI) _____ **M** **F**

Address _____

City _____ **State** _____ **ZIP** _____

Current semester _____ **Current year** _____

Student degree program _____

Type of leave

Leave of Absence Continuation of Candidacy Thesis/Paper Writing Status

Adviser or Provost signature _____

Financial Services Coordinator signature (if applicable) _____