

THE NATIONAL HISPANIC UNIVERSITY

Request for Leave Of Absence Form

Instructions: Complete Section A and obtain signatures for Sections B and C.

All students have an opportunity to apply for a leave of absence except those attending the first semester and those students in disqualified status. A student may request a leave of absence at the Registrar's Office and apply for a maximum of one year. If the student exceeds the specified time period, he/she must reapply following the Readmission requirements as stated in the Admission to the University section in the University Catalog. A student may request a leave of absence for such situations as illness, pregnancy, emergency, among others and must have the intention to return to formal study. In order to receive a leave of absence, the student must submit the Leave of Absence Form to the Registrar's Office. An authorized leave of absence will not affect the satisfactory academic progress of the student.

Section A - Student

Date: _____
Name: _____ SS#: _____
I, _____ request a leave of absence from the National Hispanic
(student)
University from ____ / ____ / ____ to ____ / ____ / ____ for the following reasons:
(period of absence)
I intend to return on: _____
(date)
Student _____ Date _____

Section B - Academics

Approve leave of absence: o YES o NO, Explain _____
Academic Chair _____ Date _____

Section C - Registrar's Office

Approve leave of absence: o YES o NO, Explain _____
Registrar _____ Date _____
Effective Date of Leave of Absence: _____