

Petition for a Leave of Absence

Office of Student Services • Ph. (909) 667-4400 • Fax (909) 399-3443 • studentservices@claremontlincoln.edu

Students who do not maintain continuous enrollment must petition the Office of Student Services in writing for a leave of absence (LOA). Students may take a maximum of two LOAs in any twelve-month period. Students should contact the Office of Student Services and the Office of Student Financial Services at the end of their leave to discuss their return. Students who do not return from a LOA by registering for class will be administratively withdrawn from the university and must apply for readmission through the Office of Admissions.

Name	Program		
Phone No.	Email		
Term LOA is Requested	Length of LOA	One Term	Two Terms
Reason for LOA Request			

Is your leave of absence related to military service? Yes No

Signature Date

Administrative Use Only

Anticipated Term of Return

Comments

Office of Student Services

Date