



Leave of Absence Petition

Office of Student Services

250 W. First Street, Suite 330 • Claremont, CA 91711 • Ph. (909) 667-4480/4481 • Fax (909) 399-3443

Students who do not maintain continuous enrollment must petition the Office of Student Services in writing for a leave of absence (LOA). LOAs are granted for one term. Students who require a second term of LOA may petition for an extension. Students should contact the Office of Student Services at the end of their leave of absence so they may register for classes again. Students who do not return after two terms of approved LOA will be withdrawn from the university and must apply for readmission through the Office of Admissions.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name Date

Program of Study

Phone No. Email

Term LOA is Requested Anticipated Term of Return

Reason for LOA request

Administrative Use Only

Office of Student Services Date Received