

REQUEST FOR LEAVE OF ABSENCE

If you are a matriculated student at Aurora University and you will NOT be enrolling for more than one term (excluding summer), you MUST complete this form, secure approvals where necessary, and file it with the Registrar's Office no later than 10 working days before the beginning of the term of your leave. If you fail to file this form, you will be required to apply for readmission prior to returning to the University. You will be subject to all regulations in effect upon your return.

Name: _____ Student ID# _____

Mailing Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Permanent Phone _____

Aurora University E-mail Address _____

Major or Degree Program _____ Advisor _____

I will return to Aurora University: Term _____ Year _____

(In order to process this Request for Leave of Absence the Term and Year of return must be filled out)

NOTE: Maximum leave is four academic terms excluding summers;
After two consecutive terms excluding summers, you are subject to new program and general degree requirements.

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APPROVALS

Academic Advisor (required for undergraduate students to initiate leave request) _____

Graduate Program Office (required for graduate students to initiate leave request) _____

Student Accounts Office (required for all students) _____

Financial Aid Office (required of all students holding student loans) _____

Director of Residence Life (required of all residential students) _____

Received and approved by Registrar _____ Date _____

LEAVE OF ABSENCE REGULATIONS

Students wishing to interrupt their studies at Aurora University for more than one academic term (excluding summer) must file an approved leave of absence form with the Registrar's Office in order to be able to resume studies under the catalog in effect when they first entered.

Regulations:

1. Leaves may not be granted for an indefinite time period.
2. Leaves may be granted for up to two academic years (four terms excluding summer).
3. After two consecutive terms (excluding summer), student is subject to new program and general degree prior requirements.
4. The leave of absence form must be filed with the Registrar's Office no later than 10 working days prior to the start of the term of your leave.
5. If student plans to attend another institution during a leave a Petition for Prior Approval of transfer coursework needs to be approved and on file with the Registrar's Office. Without the Petition for Prior Approval on file enrollment at any other institution of post-secondary education during a leave of absence from Aurora University automatically cancels all provisions of the leave of absence.
6. Students on leave for no more than one academic year (two consecutive terms) may return under the general degree requirements originally applied to them and complete their studies in the program in which they were enrolled without incurring an obligation of the part of the University to provide coursework or programs that have been altered or discontinued in the interim.

Leave of Absence Forms must have the following information filled out in order to be processed:

1. Complete mailing/billing address
2. Telephone information
3. Term and year when student intends to return to the University
4. Major/Degree Program
5. Academic Advisor
6. Complete an exit interview with the Financial Aid Office
7. Residential students need the signature of the Director of Resident Life

Students may return to the University earlier than the term stated on the leave of absence form upon notification to the Registrar's Office prior to the beginning of the term.

I have received a copy of the University's regulations governing leaves of absence and readmission and understand that I am bound by all provisions thereof.

Student Signature _____

Date _____