

UNCW Graduate School
Leave of Absence Request

Leave of absence guidelines:

- ◆ If a graduate student requests and is granted a leave of absence, reenrollment must occur in the term agreed to in the leave request.
- ◆ If a student fails to continue in the agreed upon term, then he/she must reapply for admission.
- ◆ In all cases, course work must be completed within five years of first enrolling in a graduate degree program.

Please fill out completely and route as indicated below. Must be filed prior to the term in which the leave is to begin.

Name _____ SID _____

Degree _____ Major _____ Semester of first enrollment _____

Leave of absence to begin: fall spring summer (I__ or II__) Year _____

Leave of absence to end: fall spring summer (I__ or II__) Year _____

Reason for leave: (Please include brief statement below justifying your request.)

I have read the above guidelines and I understand the following: 1) that this leave request constitutes an agreement with the Graduate School at UNCW; 2) if I do not return in the specified semester, I must reapply for admission; 3) my program of study must be complete within five years of first enrolling as a degree seeking student in graduate studies; and 4) that I will not be able to use university resources, facilities or faculty during this time.

Signature of student: _____ Date: _____

Advisor: _____ Date: _____

Graduate Coordinator: _____ Date: _____

Department Chair: _____ Date: _____

Graduate School: _____ Date: _____