

## **UNDERGRADUATE STUDENTS**

### **LEAVE OF ABSENCE**

Students who wish to request a Leave of Absence for up to three (3) terms must do so in a written request to their Academic Advisor. Students who do not return within three (3) terms and therefore, have not completed a class within one calendar year will be withdrawn from the College. Students withdrawn from the College, after one calendar year of non-attendance, will need to apply for re-admittance. Please refer to the Withdrawal from College policy and the Re-Admittance policy for more information.

## **GRADUATE STUDENTS**

### **LEAVE OF ABSENCE**

With the approval of the Dean of Graduate Studies, a leave of absence may be granted for a maximum of one calendar year. Students may request a leave of absence in a written request to their Academic Advisor. A leave of absence does not extend the six-year time limit for completion of all degree requirements.