

# UNCW Graduate School Leave of Absence Request

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## Leave of absence guidelines:

- If a graduate student requests and is granted a leave of absence, the student must return 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          summer II          Year

**I plan to return in the following term:**

fall          spring          summer I          summer 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: \_\_\_\_\_