



## ***Request for Leave of Absence***

MDiv, MCL, and MTS Students Leaves are granted for one semester. No more than two consecutive semesters of leave or a total of four semesters may be granted during the student's entire degree program. More than two consecutive semesters or more than a total of four semesters requires reapplication.

Students with government loans can be given a leave not to exceed 60 days, or not to exceed 6 months if the school's next period of enrollment after the start of the leave of absence would begin more than 60 days after the first day of the LOA; or if the school leave is requested for medical reasons, in which case, the student must provide the school with a written recommendation from a physician for a LOA longer than 60 days. The student must meet with the Dean of Faculty and present a written petition as to why he or she is taking leave. Such a letter should be submitted to the Dean prior to the start of the semester for which the leave is requested and should indicate the anticipated duration of the leave and the reasons for requesting the leave. **A fee of \$50 per semester shall be assessed.**

Reapplication for admission to any of the Master's programs shall consist of a letter to the Dean formally requesting re-admission to the degree program, and any other supporting documents and materials which the Admissions Committee may deem necessary in order to make a decision to re-admit. If curriculum changes have occurred during the absence of a student who has withdrawn, it is the prerogative of the Admissions Committee, in consultation with the faculty, to determine which curriculum requirements will apply in the case of a re-admitted student. Students returning from leave status are subject to the policy in effect governing financial aid the semester they return.

BST/GTU MA Students: Please refer to the GTU MA Program Handbook for information on Leave of Absence procedures ([http://www.gtu.edu/faculty/MA Handbook 09-10.PDF](http://www.gtu.edu/faculty/MA%20Handbook%2009-10.PDF)). Please fill out the Leave of Absence form in your GTU MA Program Handbook (also available in the BST Registrar's office). A fee of \$50 per semester shall be assessed.

Student Legal Name: \_\_\_\_\_

Student Preferred Name (if used): \_\_\_\_\_

ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program: \_\_\_\_\_ Completed Semesters or Year/s in the program: \_\_\_\_\_

Advisor: \_\_\_\_\_

I am requesting a leave of absence for \_\_\_\_\_. Began Program \_\_\_\_\_  
(only **one** semester's leave per sheet)                      list semester and year                      list semester and year

Did you receive financial aid this year? \_\_\_\_\_ Have you ever received financial aid: \_\_\_\_\_  
list what kind                      list what kind

Reasons for request: \_\_\_\_\_  
\_\_\_\_\_

(You may attach a letter if you prefer)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Business Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_