LEAVE OF ABSENCE FORM

LAST NAME

CWID

FIRST NAME

ADDRESS

CITY

STATE

ZIP CODE

HOME PHONE: MOBILE PHONE: ALTERNATE EMAIL ADDRESS:

IMPORTANT INFORMATION:

A student may only be on a leave of absence for six months. After six months, a student is automatically withdrawn from the Institute.

A leave of absence can be extended for another six months with the permission of the Office of Undergraduate Academics. The student must contact the office, prior to the expiration of the initial leave of absence, to extend the leave and complete a Leave of Absence Extension Form. A student who does not return after the extended leave of absence will be withdrawn from the Institute.

Students who are withdrawn from the Institute who would subsequently like to return to Stevens will be required to apply for readmission through the Office of Undergraduate Admissions.

Students should speak with the Office of Financial Aid for matters related to FAFSA/scholarships/grants. For matters related to billing, speak with Bursar/Financial Services. Both offices are located in the Student Service Center, 1st floor, Howe Center.

Date of Last Exam/Class: __________________________

Reason: __________________________________________________________________________

Expected Return Semester: __________________________

Student Signature: __________________________________________

To Be Completed by Office of Undergraduate Academics:

Effective Date: ________________

Authorized Signature: __________________________ Date: ________________

For Office Use Only:

SPECIAL INSTRUCTIONS: ____________________________________________

______________________ FD _______ HL _______ PR

Revised 8/16