

Petition for a Leave of Absence

Office of Student Services • Ph. (909) 667-4400 • Fax (909) 399-3443 • studentservices@claremontlincoln.edu

Students who do not maintain continuous enrollment must petition the Office of Student Services in writing for a leave of absence (LOA). Students may take a maximum of two LOAs in any twelve-month period. Students should contact the Office of Student Services and the Office of Student Financial Services at the end of their leave to discuss their return. Students who do not return from a LOA by registering for class will be administratively withdrawn from the university and must apply for readmission through the Office of Admissions.

Name _____ Program _____

Phone No. _____ Email _____

Term LOA is Requested _____ Length of LOA ☐ One Term ☐ Two Terms

Reason for LOA Request _____

Is your leave of absence related to military service? ☐ Yes ☐ No

Signature _____ Date _____

Administrative Use Only

Anticipated Term of Return

Comments

Office of Student Services

Date