LEAVE OF ABSENCE
STUDENT GUIDE
Students can request a leave of absence from the University through the Albert Student Center.

**Leave of Absence**

1. On the Home page of the Student Center select **Request Leave of Absence**.

![Request Leave of Absence](image1)

2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes or No as appropriate.

![Leaves and Withdrawal Requests](image2)
3. You will be brought to a screen asking if you would like to request a leave of absence for a future term. Select “No”

4. Next you will select the reason for your leave. You may select more than one reason.
5. Then choose the semester you intend to return.

6. You will then be brought to a page with the terms of your leave. Please read the terms and click yes.

7. Your request will be reviewed by the Dean of Students and you will be notified once it has been processed.