



### LEAVE OF ABSENCE FORM

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

(E-Mail): \_\_\_\_\_

Semester requesting Leave of Absence ( ) Fall 20\_\_ ( ) Spring 20\_\_ ( ) Summer 20\_\_

Reason for Leave of Absence (Please attach additional page if needed):

Faculty advisor:

Student Signature: \_\_\_\_\_  
(Required)

COMPELETE THIS FORM AND SUBMIT TO:

Mail to:  
School of Library and Information  
205 Marist Hall – Room 205  
Catholic University of America  
Washington, DC 20064

Or Fax to: (202) 319-5574

The Official Policy of The Catholic University of America regarding Leave of Absences for Graduate Studies can be found at the Office for University Policies website located at <http://policies.cua.edu> under the Academic Graduate/Change of Enrollment section. **Please carefully read the information below regarding Leave of Absences from the Office for University Policies:**

*III. Leave of Absence: A student in good standing who must interrupt her or his studies for adequate reason, such as prolonged ill health or military service, may be granted a leave of absence for a stated period, usually not to exceed one year. The student should apply in writing, in advance of the semester for which permission is requested, to the chair of the department and the dean of the school, stating the specific reasons for requiring the leave. The period of leave of absence is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete (I) grades that are outstanding must be changed in accordance with the policy on Incomplete Grades by the date published in the Academic Calendar, whether a student is registered for the current semester or not. If the leave of absence extends beyond the period approved by the academic dean, the student will be considered to have withdrawn from the university and must reapply for admission to be reinstated and satisfy current degree requirements*