

EMBA PROGRAM PETITION FOR A LEAVE OF ABSENCE

- Student must be in good academic standing.
- Student may petition for up to a two-semester leave of absence from the EMBA program. A leave of absence does not accrue time toward the maximum time limit of the program.
- To return earlier than the expiration date of the approved leave, student must contact the EMBA Program Office, 108 Jacobs Management Center.

STUDENT INFORMATION:

Date: _____

First Name: _____ Last Name: _____

Person Number: _____ Email: _____

Address and phone number(s) where you can be reached during leave:

Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Are you an international student? Yes _____ No _____

LEAVE INFORMATION:

Leave requested to begin in: Fall Spring _____ (year)

Semester returning: Fall Spring _____ (year)

Reason for leave: _____

REQUIRED SIGNATURES:

Signature: _____ Date: _____

Major Advisor: _____ Date: _____

Department Chair: _____ Date: _____

Academic Dean: _____ Date: _____

FINAL ACTION TAKEN: Approved Denied

Comments: _____