



LEAVE OF ABSENCE
To be submitted by student

Mr. Ms. _____
(check one) Last (family/legal) Name First (given) Name Middle name or initial

Address: _____

State, City, Zip Code: _____

SS Number/GGU ID Number: _____ Degree/Certificate Program: _____

Telephone: Day: _____ E-Mail Address: _____

I request a leave of absence:

Trimester absence begins: Fall Spring Summer Year _____

Trimester attendance resumes: Fall Spring Summer Year _____

The reason for this request (*attach additional sheets if necessary*): _____

Student's Signature: _____ Date: _____

Submit this petition to the Office of Admissions and Student Affairs
536 Mission Street, Suite 100, San Francisco, CA, 94105, 415-442-7800

FOR GOLDEN GATE UNIVERSITY USE ONLY:

Evaluator' comments: _____

ASA staff approval: _____ Date: _____ =

Dean/program director's decision: APPROVED DENIED OTHER _____

Dean/program director's signature: _____ Date: _____

Leave of Absence Definitions

Leave of Absence

Students who have circumstances that require them to be absent from Golden Gate University (GGU) for 3 or more consecutive trimesters (for a maximum of 6 trimesters) may file for a leave of absence. This will allow the student to return to GGU under his or her original degree requirements. Students who do not return to GGU for the trimester specified are considered to have withdrawn from the university and must apply for readmission under degree requirements in effect at the time of their readmission.

To qualify for a Leave of Absence, a student must be in good academic standing and have successfully completed at least one course in degree status at GGU during the trimester immediately prior to taking leave.

International students MUST notify their Admissions and Student Affairs advisor PRIOR to beginning their leave.

A Leave of Absence is granted only once during a student's entire academic program at GGU, will not be extended or approved retroactively, and does not release a student from any pending financial obligations to GGU.

A written response to this petition will be sent to the student's current **e-mail address** within 20 working days of the receipt of the petition.

Submit this petition to:

The Office of Admissions and Student Affairs
536 Mission Street, Suite 100
San Francisco, CA 94105
415-442-7800
415-442-7807fax