

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate and Undergraduate students have 7 years to complete the degree requirements at UB after enrolling as a degree student. Degree-seeking students are expected to register for courses each semester on a continuous basis (excluding summer and winter) to maintain the degree requirements in effect at the time of their initial enrollment. The University recognizes, however, that a student may experience circumstances that require a temporary interruption of studies. Under such circumstances, a student may be absent for as long as two consecutive semesters (excluding summers) without jeopardizing the continuous enrollment status. The leave of absence will be noted on the official transcript.

If a student will be absent for more than two major terms, the student must receive an approved leave of absence prior to the beginning of the third term.

Please complete and forward the information below to the Office of Records and Registration for processing.

- Graduate students require the approval of the appropriate program director or dean.
- Undergraduate students require the approval of the appropriate dean.

Term Admit: \_\_\_\_\_  
*Ex. Fall 2014*

I would like to request a leave of absence from my studies effective: \_\_\_\_\_  
*Ex. Fall 2015*

Reason for extension: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I approve the leave of absence for: \_\_\_\_\_

Comments: \_\_\_\_\_

Name of Dean or Program Director: \_\_\_\_\_

Signature of Dean or Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Processor: \_\_\_\_\_ Processed Date: \_\_\_\_\_