



Request for Leave of Absence

Name _____

Student ID # _____

Classification: FR SO JR SR 2nd Degree Graduate

Policy:

A degree-seeking student who has a pre-determined need to leave Fontbonne for **one or two semesters** (not including summer session) with the expectation to return, may request a leave of absence. The student with an approved leave of absence may return under the same catalog and general education requirements in effect at the time of the initial matriculation. If the student’s program curriculum has changed due to an accrediting/approval agency mandate, the student must follow the new requirements.

Procedure:

The student must complete a Request for Leave of Absence form obtained from the Registrar’s Office by the last day of the add/drop period.

Procedure to Return:

To re-enter Fontbonne, the student may go directly to the Registrar’s Office to request re-instatement and to obtain registration materials, beginning at the time of early registration. The student must be advised and be cleared by the advisor in order to register.

Reason for leave of absence: _____

Semesters for which leave of absence is requested: _____

Please obtain signatures in the following order:

 Student Signature Date

 Advisor Signature Date

 Department Chair Date

 Student Services Center Signature Date

 Registrar’s Office Date