BRADLEY University

PETITION FOR LEAVE OF ABSENCE

Undergraduate students in good standing who wish to take a voluntary leave from Bradley University for a period of up to twelve consecutive months, may request a leave of absence by petitioning the dean of the college of their major. ***This request must be approved before the beginning of the term in which the leave of absence begins. Students on or subsequently placed on academic probation are not eligible for a leave of absence.***

Instructions: Please complete and sign the form. Return it to your College Dean's office and communicate with your Dean about your request. Once evaluated and if approved, it will be forwarded to the Registrar's Office for processing.

ID#_____

Student Name_____

First Middle Last

Home Address_____

City/State/Zip_____

Current Mailing Address (if different from above) _____

City/State/Zip_____

Present class year: (Circle one) Freshman Sophomore Junior Senior

Leave would begin: (Circle one) Fall Spring Year_____

Returning for: (Circle one) Fall Spring Year_____

Major_____ Major Advisor_____

Please provide a statement regarding why you are requesting a leave of absence and how you plan to utilize the time. You may use the back of the form if more space is needed.

Student Signature_____ Date_____

Dean's Office use only

_____ Approved _____ Denied _____ _____

Dean Signature Date

Comments:

Registrar's Office use only

Revised 8/9/2017