



Office of the Registrar • 1310 Club Drive • Vallejo, CA 94592 • phone: 707-638-5984 • fax: 707-638-5267 • email: tucaregistrar@tu.edu • website: http://tu.edu

STUDENT INFORMATION

DO MSMHS-COM Pharmacy MSMHS-COP Education Joint MSPAS/MPH Public Health Nursing

Name Class of Student ID#

Mailing Address

City State Zip Code

Phone Number Email Address

LEAVE INFORMATION

Semester of Leave (select one): Summer Fall Spring Year:

Expected Semester of Return (select one): Summer Fall Spring Year:

Is access to Blackboard required while on LOA? Yes No

For LOAs requested mid-semester: What was the last day of class participation?

Reason for LOA:

A leave of absence request may have implications on your refund, financial aid, scholarship(s), and registration status. Before your request can be acted upon, you must review your request with, and obtain the written approval of the Dean/Program Director, the Associate Dean of Students, the Bursar, the Financial Aid Office, the Registrar and Student Health, if needed.

A leave of absence is not effective until this form is properly completed and delivered to the Office of the Registrar and recorded in the system of records. Until you are notified by the Office of the Registrar that the leave has been approved, you should assume that you are expected to fulfill your academic and/or financial responsibilities.

Student Signature Date

REQUIRED APPROVALS

Dean/Program Director: Signature Date Comment

Associate Dean of Students: Signature Date Comment

Student Health (if applicable): Signature Date Comment

Financial Aid: Signature Date Comment

Reportable LOA Non-Reportable LOA

Bursar: Signature Date Comment

Registrar: Signature Date Comment

For Office Use Only:

Date received (Effective Date of LOA): Processed by: on:

Notification sent to: Program Student Services Bursar Financial Aid Student Health Facilities Library IT Student

Updated in: SIS R2T4 (reportable LOA) Holds Notes Registration Transcript Roster Directory Student File