



**LEAVE OF ABSENCE  
REQUEST FORM**

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

**STUDENT INFORMATION (Circle all programs from which you are seeking leave)**

DO	PHARMACY	DNP			
MSMHS-COM	MSMHS-COP	MSN	JOINT MSPAS/MPH	PUBLIC HEALTH	EDUCATION

If you are a dual program student, are you intending to continue in only one academic program?

Please specify: \_\_\_\_\_

Name \_\_\_\_\_ Class of \_\_\_\_\_ Student ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ TU Email Address \_\_\_\_\_

Should this contact information replace your permanent information in TouroOne?  Yes  No

**Leave Information** Is this an application to extend LOA?  Yes  No Original Date of Return: \_\_\_\_\_ Total LOA cannot exceed 2 years

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

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

Reason for LOA (select one):  Academic  Family Emergency  Financial  Health  Maternity  
 Special Studies  Exam Prep  Military  Personal/Other

A leave of absence request will impact financial aid, scholarship(s), refunds and student registration/enrollment status. Before the LOA request is official, students must first review the request with, and obtain the written approval of the Academic Dean and/or Program Director. Once the student's academic program has approved and signed the LOA, then the student will need to meet and have the form signed by the following Student Affairs administrators listed below. A Student Health Center staff signature is required only for students taking a medical leave; this includes mental health related leaves.

If the LOA needs to be extended, a new LOA form must be completed for each extension.

A leave of absence is not official until this form is properly completed with signatures and delivered to the Registrar staff and recorded in the system of records. Until notified by the Registrar staff that the leave has been finalized, students should fulfill their academic and financial responsibilities.

When returning from a LOA, the student must complete a Petition to Return (PTR) form six (6) weeks prior to the term start. Students must submit the completed PTR form to the Registrar staff. A completed PTR form is required to reactivate student access to enrollment, registration, Blackboard courses as well as Financial Aid. Any holds on the student account must be resolved prior to registration. Students will need to provide any required documentation when submitting the PTR form. Required documentation may include, but is not limited to, proof that leave requirements were met such as academic transcript, medical release statement(s) or any condition stated in a MOU and/or letter from the academic program. Students who have questions about returning from a LOA should contact their academic program and the Associate Dean of Student Affairs, Dr. James Binker.

Failure to return within a year of LOA will result in an Administrative Withdrawal.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Program Approval (This section to be completed by the Academic Program)**

*This form must be submitted to the Office of the Registrar within 1 week of the above date.*

What was the student's last day of class attendance? \_\_\_\_\_

Anticipated Date of Return: \_\_\_\_\_ Extended LOA?  Yes  No Extension End Date: \_\_\_\_\_

Is access to Blackboard required while on LOA?  Yes  No

If yes, specify courses: \_\_\_\_\_

Does student need access to the library while on LOA?  Yes  No

**Dean/Program Director:** Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

COM Only: TC:  Yes  No

**Student Affairs Administrator Approvals**

**Student Health (if applicable):** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_

**Bursar:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_  
Account Balance:  Yes  No

**Financial Aid:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_  
 Reportable LOA  Non- Reportable LOA SAP Appeal:  Yes  No

**Registrar:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_  
Registration Dropped:  Yes  No

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**For Registrar Office Use Only:**

Date Received: \_\_\_\_\_ Processed in Banner By: \_\_\_\_\_ Processed On: \_\_\_\_\_  
Entered into spreadsheet:  Entered into class roster:  Transcript Notation Entered:  Sent Copy to Student with PTR:

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**For Associate Dean of Student Affairs Use Only:**

- Petition to Return (PTR) Form Included
  - Medical clearance required with PTR. To be provided to the Director of Student Health
  - Academic Program requirements provided by program
  - Meet with Registrar Staff
  - Meet with Bursar Staff
    - TC discussion (COM PTR only)
  - Meet with Financial Aid Staff
    - SAP Appeal form included
- Holds Confirmation
- Registrar  Bursar  Financial Aid  Not Anymore  Dean
- Planned return within semesters Anticipated Date of Return: \_\_\_\_\_
- PTR must be submitted by: \_\_\_\_\_ (enter date)

If your Petition to Return is not received within three terms you will be administratively withdrawn from your program and you will need to reapply to return.

**Associate Dean of Student Affairs:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comment \_\_\_\_\_