



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 (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 Canvas needed 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

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:

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 _____