CALIFORNIA INSTITUTE FOR HUMAN SCIENCE

PETITION FOR LEAVE OF ABSENCE

Leave of Absence Policy

A student may petition for a one-year leave of absence (using this form, AS- 3.9) and, if approved, may upon return continue under the catalog requirements that applied to the enrollment prior to the absence. A leave of absence may be granted for a maximum of one year. Illness, business, military leave, and pregnancy are the only routinely approved reasons for a leave of absence. Students should realize that an approved leave of absence does not reserve a place for them in the Institute beyond the period initially approved. They must reapply to the Institute if the leave extends beyond the one-year limit.

TO PETITION FOR A LEAVE OF ABSENCE, complete the following, sign it, and submit to the Program Director and the Dean of Administration for their approval and signatures.

NAME _____
last first middle initial

ADDRESS _____

_____

HOME PHONE _____ OFFICE PHONE _____

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I have read the above Policy and hereby petition for a leave of absence for the period_____ to _____. I understand that I may return to my studies at the Institute at any time within one year of the effective date of this petition and continue under the catalog requirements that applied when I was admitted, i.e., _____.
(Date of Admission to Program)

List reasons for the requested leave of absence (use additional pages if necessary):

STUDENT SIGNATURE: _____ DATE: _____

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APPROVED BY

_____
Director of Program/School (signature) Date

_____
Dean of Administration (signature) Date