



Graduate Leave of Absence or Program Withdrawal Form

Leave of Absence

Withdrawal from Program

(See policies on back side of this form)

Name _____ NDNU ID# _____

Permanent Address _____

City _____ State _____ Zip _____

Phone (Day) _____ Phone (Eve) _____

Email _____

*Month-Day-Year of last class attendance _____

If Leave of Absence, when do you plan to return _____

Reasons for Leave of Absence or Withdrawal (check all that apply):

____ Leave of Absence

____ Job Demands

____ Illness

____ Inadequate Financial Aid

____ Financial Problems

____ Tuition Unaffordable

____ Personal

____ Other

____ Moving

____ Change in Employer Tuition Reimbursement Policy

____ Transferring to another Institution Name: _____

Reason: _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Financial Aid Office Signature _____ Date _____

Business Office Signature _____ Date _____

International Student's Office Signature _____ Date _____

(Required for International Students)

Leave of Absence Policy

- Upon completion of this Leave of Absence/ Withdrawal Form, a student may be absent from the University for two calendar years (four semesters and two summers) on an official Leave of Absence.
- Graduate students will be **reactivated** if they are within the seven year limit.
- Graduate students need to be **readmitted** if the seven year limit has passed.
- Graduate students returning and wishing to change their major must be readmitted to the university by the Office of Admissions under the current catalogue of record.

Withdrawal Policy

Students intending to officially withdraw from the University must complete this form (Available at the Registrar's office). "Official Withdrawal" will appear on the transcript.

Please Note

Students on a Leave of Absence or Withdrawal who have not met all financial obligations to the University are not eligible for reenrollment and will not be able to obtain copies of their official transcripts.