

**Request for Leave of Absence**

Students will automatically be granted a one quarter leave of absence for fall, winter, or spring quarter as long as they were enrolled in classes the previous academic quarter, excluding summer. A leave of absence may be granted for periods greater than one quarter, but students must submit a completed Request for Leave of Absence form to Registrar Services prior to the beginning of the second quarter in absence. Students who are granted a leave of absence will not need to reapply and will be eligible for early enrollment for the specified return term.

Any changes or extensions to the leave of absence will require a new petition, and will be subject to a new review and approval process.

Name: \_\_\_\_\_ CWU ID#: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_ Apt/ Unit # \_\_\_\_\_  
Street

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Return Term: \_\_\_\_\_  
Quarter Year

Reason(s) for requesting leave (use reverse side or attach additional documents as needed):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Do not write below this line. To be completed by Registrar Services

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Petition is:  Approved  Denied For Term(s): \_\_\_\_\_