



UNDERGRADUATE EDUCATIONAL LEAVE REQUEST

Are you already registered for units in the first term that this leave will begin? no yes If yes, you must ask for withdrawal for that term by completing a *Withdrawal from the University* form. If no, continue completing this form.

Name

HSU ID#

Street Address (Please print the address where registration packet should be mailed)

Email Address

City State Zip

Local Telephone Number

A student may request a leave of absence or educational leave from the University in order to pursue other educationally related activities or to clarify his/her educational goals. Undergraduate students must submit a request to go on leave to the AIR Center. Graduate students should contact the Graduate Studies office for information. A student must attend at least one term prior to requesting a leave of absence. A leave of absence maintains continuing student status and is usually for one or two terms but may be extended for an additional two terms maximum, total of 2 years on educational leave. This allows a student to maintain catalog rights and eligibility to enroll for the term immediately after the expiration of the leave without reapplying to the University. While on leave a student is not considered "enrolled" and is not eligible for any other services from the University. The student will be apprised of the registration information and deadlines for the term she/he is to return to Humboldt State.

Semester Leave Begins: _____
Semester Year

Semester of Return: _____
Semester Year

Student's Signature

Date

Office use only.

Anticipated Graduation Date: _____

Previous Semester Attended: _____ Class Level: _____

Previous Semester Educational Leave: _____

Date Processed: _____ Initials: _____

Remarks: _____
