THE CATHOLIC UNIVERSITY OF AMERICA
School of Theology and Religious Studies
202-319-6520
Fax: 202-319-4967

LEAVE OF ABSENCE FORM

Name of Student: ___________________________ Student ID#: ___________________________

Mailing Address: ____________________________________________________________

____________________________________________________________________________

Phone (Home): ___________________________ (Work): ___________________________

CUA e-mail: ___________________________ other e-mail ___________________________

Semester requesting Leave of Absence ( ) Fall ______ ( ) Spring ______ ( ) Summer _______

• A letter explaining reason for Leave of Absence must be attached

   Student Signature: ___________________________ Date: ___________________________

   Faculty Advisor: ___________________________ Signature/Date: ___________________________

Associate Dean’s Approval

COMPELETE THIS FORM AND SUBMIT TO:
School of Theology and Religious Studies
Caldwell Hall – Room 106
Catholic University of America
Washington, DC 20064

The Official Policy of The Catholic University of America regarding Leave of Absences for Graduate Studies can be found at the Office for University Policies website located at http://policies.cua.edu under the Academic Graduate/Change of Enrollment section.

Please carefully read the information below regarding Leave of Absences from the Office for University Policies:

III. Leave of Absence: A student in good standing who must interrupt her or his studies for adequate reason, such as prolonged ill health or military service, may be granted a leave of absence for a stated period, usually not to exceed one year. The student should apply in writing, in advance of the semester for which permission is requested, to the chair of the department and the dean of the school, stating the specific reasons for requiring the leave. The period of leave of absence is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete (I) grades that are outstanding must be changed in accordance with the policy on Incomplete Grades by the date published in the Academic Calendar, whether a student is registered for the current semester or not. If the leave of absence extends beyond the period approved by the academic dean, the student will be considered to have withdrawn from the university and must reapply for admission to be reinstated and satisfy current degree requirements.