LEAVE OF ABSENCE REQUEST FORM  
(For MS, ENGINEER and PhD Students)

This form is used when a student requests a leave of absence from a Master of Science or Engineer or PhD degree program at USC. This form should be submitted for signature (1) to the chair of the major department AND (2) to the Office of Master’s and Professional Programs (MAPP) at OHE 106. International students only must next submit the form to the Office for International Services, STU 300, for signature and finally deliver it to the Degree Progress Department, JHH 010. This form can be used only up to the end of the third week of the semester for which the leave of absence is requested. After that it is necessary to apply for readmission to the academic program if the student does not register.

Please print or type:

Name:__________________________________________________________ USC id#:______________________

Last name   First name

Local Address: _________________________________________________ Phone#: _____________________

Number    Street    Apt.

City    State    Zip

Email:  _____________________

Degree Objective:________________________   Semester of 1st enrollment at USC:  _____________________

Semester of Admission to USC: ____________    Semester of last USC enrollment:  _____________________

For which term(s) are you requesting the leave of absence:   Fall   Spring Year: ________________

For which term do you plan your next registration at USC? :   Fall   Spring Year: ________________

Are you a US citizen? (Y/N): ________   Are you a permanent resident of the U.S.? (Y/N): _________________

Are you an international student? (Y/N): __________ If yes, you need to obtain an approval signature BELOW from the Office for International Services, STU 300, and deliver this form to the Degree Progress Department at JHH 010.

In the space below, please explain briefly why you find it necessary to interrupt your degree program and request a leave of absence

_________________________________________________________

For Office Use Only

Student Signature     date

(1) Department Recommendation: APPROVE/DENY

Department chair signature date

Printed name

(2) Dean’s Recommendation: APPROVE/DENY

Dean’s Signature (OHE 332) date

Printed name

(3) Office for International Services Recommendation: APPROVE/DENY

Signature     Date     Printed Name

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