



Office of Admissions and Records

Leave of Absence Request

All requests must be submitted (complete with all appropriate signatures) no later than the end of late registration for the term requesting to go on leave.

Eligibility for the Leave of Absence program is subject to the following conditions:

- 1. Be a degree-seeking student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
3. Be in academic good standing, on probation or on continuing probation with his/her college.
4. Have no holds (e.g. disciplinary, financial, testing, etc.) which would restrict registration.
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission and/or continued enrollment was contingent upon receipt of those transcripts.

A student placed on a leave of absence will continue to receive all communications from the university as an active student. They may also log in to MyNEVADA to view transcripts and make changes to personal information.

Please Note: You will be placed on Leave of Absence for all currently active academic programs and you must not be enrolled in a future term.

Name _____ NSHE ID _____

Signature _____ Date _____

Leave of Absence Information:

I have dropped all classes from all future terms I am currently registered for.

Requesting a Leave of Absence Starting: [] Fall [] Spring Year: _____

Expected Date of Return: [] Fall [] Spring Year: _____

Reason for Leave: [] Military Deployment [] Peace Corp, Americorps, etc
[] Mission [] Other personal reasons

Do you have a Financial Hold? [] Yes [] No

(To see if you have a financial hold on your record please check your Student Center in MyNEVADA. Students with financial holds must have the Cashier's Office approval prior to submitting this form to Admissions and Records.)

Cashier's Office Signature _____ Date _____

Are you an International Student with an F1 or J1 Visa? [] Yes [] No

International students must get OISS approval before returning this form to Admissions and Records.

International Student Advising Office Signature _____ Date _____

Requesting an Extension for a current Leave of Absence:

Students requesting an extension beyond 2 consecutive terms are required to meet with a college/school representative for approval.

Expected Date of Return: [] Fall [] Spring Year: _____

Dean/Dean's Designee Signature _____ Date _____

For Office Use Only [] Approved [] Denied Evaluator _____ Date _____