



## Application for Personal Leave of Absence

Students may apply to take a Leave of Absence (LOA) from the Program for a specific time providing that it does not involve more than 180 days, including holidays and educational breaks, within a 12-month period. The LOA must be requested in writing, to the Dean/Director or the designee of the Program, no later than one month prior to the start of the LOA in the case of a planned event and must include the reason for the LOA as well as the dates involved. In the case of unforeseen circumstances, the student must request the LOA in writing as soon as they are able to do so. A personal LOA is typically requested for personal issues and not for academic reasons.

Policies regarding personal leave of absence may be found in the ***University Catalog***. Please consult your program Administrator for assistance in interpreting these policies and guidance with your decision.

Step 1: Student completes this portion

Student:

ID:

College/School:

Class of:

Duration of my leave of absence will be: **From** \_\_\_\_\_ **to** \_\_\_\_\_

Last day of my attendance was/will be: \_\_\_\_\_, **20**\_\_\_\_\_

The reason for my  
personal LOA  
request is:

*I hereby request a personal leave of absence. I have read, understand, and accept all conditions pertaining to my status as a professional student at Marshall B. Ketchum University. If I need to extend my leave of absence, I will submit a new LOA form or other appropriate form determined by my program.*

Student's Signature:

Date:

Step 2: Program Dean/Director or Designee completes this portion.

Decision: ☐ **Leave has been approved**

☐ **Leave has been denied**

Signature:

Date:

Step 3: Please email the completed form to the student and cc: [Registrar@ketchum.edu](mailto:Registrar@ketchum.edu).