KEAN UNIVERSITY

Student Support Services
Office of the Registrar
Administration Building, 1st floor

Leave of Absence Request

Current graduate students in good academic standing, with no current restrictions on their account should submit this form to request a leave of absence from Kean University. Students may request a leave of absence for up to two consecutive semesters. If a student does not resume their graduate study within that timeframe, they will be required to submit a Reactivation Request.

Please note, you can type on this form

Name _____ Student ID# _____

Program _____ Option _____

Preferred Contact Phone # _____ Kean Email _____

Credits completed _____ Is this your first time requesting a leave of absence? Yes____ No____

When do you anticipate resuming your graduate study? _____

_____

Please provide a brief summary of the circumstances surrounding this request. Please feel free to include any pertinent documentation.

_____

_____ _____ _____
Signature Date

Please return this completed form to the Office of the Registrar, Administration Building 1st floor