



BRADLEY University

PETITION FOR LEAVE OF ABSENCE (Step Out)

Students in good standing, both academically and judicially, who wish to take a voluntary leave from Bradley University for a period of up to twelve consecutive months, may request a Leave of Absence (Step Out) by petitioning the Dean of the college of their major/program. ***This request must be approved before the beginning of the term in which the leave of absence begins. Students on or subsequently placed on academic probation are not eligible for a leave of absence. Students receiving financial aid should consult the Financial Assistance Office before applying for a leave of absence.***

Instructions: Please complete form and obtain signatures from the VP of Student Affairs and College Dean, then forward to the Registrar's Office. You will receive an email from the Registrar's Office stating whether or not your request has been approved.

ID# _____

Student Name _____

First

Middle

Last

Home Address _____

City/State/Zip _____

Current Mailing Address (if different from above)

City/State/Zip _____

Present class year: (Check one) Freshman Sophomore Junior Senior Graduate Student

Leave would begin: (Check one) Fall Spring Summer (Distance Education programs only) Year _____

Returning for: (Check one) Fall Spring Summer (Distance Education programs only) Year _____

Major/Program _____ Major/Program Advisor _____

Are you on academic probation? (Check one) No Yes

Please attach a statement for requesting a leave of absence and how you plan to utilize the time.

Student Signature _____ Date _____

_____ Approved _____ Denied _____ Date _____

VP of Student Affairs Signature

_____ Approved _____ Denied _____ Date _____

Dean Signature

Registrar's Office use only

_____ Approved _____ Denied Date _____