

Request for an Approved Quarter Off



I am requesting an "Approved Quarter Off" for **Winter quarter 2019** (please check **one box only**):

<input type="checkbox"/> To <i>maintain</i> my continued UoNA program enrollment and I-20 , and participate in CPT as published in the current catalog. <ol style="list-style-type: none">1. I have completed 3 consecutive quarters at UoNA.2. I have a 3.0 or greater CGPA.3. Fall Quarter 2018 is NOT my final quarter for completion of my program.4. My F1 Visa is current.5. My UoNA payments are current.	<input type="checkbox"/> To maintain my continued UoNA program enrollment as a domestic or H1B (or another eligible visa) student (also for F-1 students NOT participating in CPT). <ol style="list-style-type: none">1. I am within the maximum time frame and have satisfactory academic progress toward completing my degree program.2. My UoNA payments are current.3. If applicable, my visa is current.
If you will continue your CPT employment during the approved quarter-off; you will be required to pay the \$585 administrative fee and follow all published guidelines. Please submit fee at the same time as you submit the request form via campus cafe.	<input type="checkbox"/> I am applying for an emergency or extenuating circumstances leave of absence. <ol style="list-style-type: none">1. I will be submitting the required narrative.2. I have the required documentation.

If a student does not apply for an approved quarter off, they *may* be withdrawn from UoNA.

If approval is granted for an "approved quarter off" the student's graduation date will be extended by one quarter for each approved quarter off. While on an approved quarter off, all students are required to check their UoNA email account, promptly respond to all communications, and inform the Director of Student Services of any changes in their contact information.

If a student **does not return to UoNA the next quarter following an approved quarter off, they will be withdrawn from UoNA.**

Complete and submit this form (**by December 21, 2018**) to Susan Boslaugh, susan.boslaugh@uona.edu. Please **print or type** the following information:

Last Name:

First Name:

UoNA email:

Personal email (**required**):

Cell phone #:

Alternative phone #:

I am in the (check one): _____ MBA program _____ MSCS Program _____ MSIT Program

Student's Signature _____ Date: _____

Students will be notified by email after final fall grades (approx. December 14th) are posted or if additional information is required.