



Santa Clara
University
School of Engineering

SCHOOL OF ENGINEERING-Ph.D. WITHDRAWAL/LEAVE OF ABSENCE FORM

NAME _____ SCU ID _____

EMAIL (NON-SCU EMAIL) _____

MAJOR _____ CUMULATIVE GPA: _____

CIRCLE ONE: LEAVE OF ABSENCE (1 QUARTER) LEAVE OF ABSENCE (2 QUARTERS)

WITHDRAWAL (MORE THAN 2 QUARTERS)

DATE OF LOA/WITHDRAWAL _____

VISA STATUS (CIRCLE ONE) -- F-1 VISA J-1 VISA OTHER/NONE

REASON:

FOR LEAVE OF ABSCENSE ONLY: EXPECTED QUARTER TO RETURN _____

Acknowledgement: I understand, I must complete my Ph.D. degree within eight years of my admit term. Taking a leave of absence for one or two quarters or withdrawing from the University is part of the eight year time frame that I have to complete my degree. Readmission is not guaranteed and may require submitting a formal application. It is my responsibility to contact the Graduate Services Office to confirm my return to complete my degree. Please email the completed form to lmjocewicz@scu.edu

SIGNATURE _____

DATE _____