How to Apply For Leave of Absence?

Process Steps	Related System / Document to be Used
Step 1: : The student submits the petition notifying the request and, if any, the document regarding the excuse, to the School of Graduate Studies through the Department Secretary within fifteen working days after it occurs, not exceeding the last working day of the fourth week following the start of the classes.	- Leave of Absence Request Form - Document, if any

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Step 2: The Graduate School Administrative Board makes its decision after discussion.

Accepted	Rejected
Step 3: The decision is sent to the Student Affairs Office for processing by the Graduate School.	The student is informed.

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