

# OBU Leave of Absence Application

**LEAVE OF ABSENCE IS VALID FOR THREE (3) SEMESTERS**

**Name:** \_\_\_\_\_ **Term of Departure:** \_\_\_\_\_

**ID#:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**International students MUST** get approval from International Coordinator \_\_\_\_\_

**Personal Email:** \_\_\_\_\_

**I plan to return to OBU** \_\_\_\_\_, \_\_\_\_\_  
Semester Year

**Check One:**

\_\_\_\_\_ Study Abroad

*Students who are on an OBU foreign exchange program or are studying independently in a foreign post-secondary institution*

\_\_\_\_\_ Time Out

*Students who interrupt their OBU program for a period of work, military service, or family matters*

**Reason for Time Out:** \_\_\_\_\_

\_\_\_\_\_ Education Elsewhere School: \_\_\_\_\_

*The Academic Dean **must give** prior approval for transfer credit accepted. Official Transcripts must be mailed from the transfer institution directly to the OBU Academic Center.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Names of students on an approved Leave of Absence will receive electronic mailings from the Academic Center including academic calendars each term and upcoming enrollment dates.  
**Please contact the Academic Center at 405-585-5100 to start the Registration Process.**

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**FOR OFFICE USE ONLY**

**CC: Dean, Advisor, Degree Counselor, Financial Aid, Student Services, Registrar, Student File**

**Date & Initial:**

\_\_\_\_\_ SGASTDN – Bison Pledge

\_\_\_\_\_ SGAEOPS – Reason

\_\_\_\_\_ SGASADD – Athlete

\_\_\_\_\_ SGASADD – Cohorts

\_\_\_\_\_ SFAREGS – Status/Reason

\_\_\_\_\_ International Coordinator

**Registration Notices Sent (Date & Initial):**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_