

## Request for an Approved Quarter Off



I am requesting an "Approved Quarter Off" for **Fall Quarter 2017** (please check one box only):

<input type="checkbox"/> To maintain my continued UoNA program enrollment and <b>I20</b> , and participate in CPT as published in the current catalog.  <ol style="list-style-type: none"><li>1. I have completed 3 consecutive quarters at UoNA.</li><li>2. <b>I have a 3.0</b> or greater CGPA.</li><li>3. Summer Quarter 2017 is NOT my final quarter for completion of my program.</li><li>4. My <b>F1 Visa</b> is current.</li><li>5. My UoNA payments are current.</li></ol> 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.	<input type="checkbox"/> To maintain my continued UoNA program enrollment as a domestic or H1B (or another eligible visa) student.  <ol style="list-style-type: none"><li>1. I am within the maximum time frame and have satisfactory academic progress toward completing my degree program.</li><li>2. My UoNA payments are current.</li><li>3. If applicable, my visa is current.</li></ol>
	<input type="checkbox"/> I am applying for an emergency or extenuating circumstances leave of absence.  <ol style="list-style-type: none"><li>1. I will be submitting the required narrative.</li><li>2. I have the required documentation.</li></ol>

If a student does not apply for an approved quarter off, they *may* be withdrawn from UoNA.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If a student **does not return to UoNA the next quarter following an approved quarter off, they will be withdrawn from UoNA.**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 to Dr. Peter West, VP of Academic Affairs, [peter.west@uona.edu](mailto:peter.west@uona.edu).

Please print or type the following information:

Last Name:

First Name:

UoNA email:

Alternative email:

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 once approval is granted or if additional information is required. Normally after final grades are posted.**