



APPLICATION FOR PLANNED EDUCATIONAL LEAVE

Application Instructions

- 1. Read section 9.3, Planned Educational Leave Program, in the GSM Academic Policies & Procedures for detailed information.
2. If you are a full-time international student, SISS must also approve this request.
3. Complete this applications form by supplying all the information requested.
4. Return the completed form to the GSM registrar at gsmregistrar@gsm.ucdavis.edu.
5. If approved, the original will be placed in your student file and you will be sent a copy with signature included.

Full Name Last First Middle

Address Number Street Apt # City State Zip

UCD Email Personal Email

Phone I.D. # / /

Program: Full-Time MBA MPAc/MSBA Part-Time Bay Area Part-Time Sacramento

Full-Time/MPAc only - Are you an International Student? Yes No

Start Term:

Status: I have not paid registration fees for the first quarter I will be on PELP

Indicate the core courses you will miss during the leave period requested.

200A 201A 201B 202A 203A 204 205 252 268 440

Have you taken a previous leave or non-registration? Yes No

If yes, please indicate the quarters

Planned Educational Leave to begin and return Quarter & Year Quarter & Year

Reasons for requesting an Educational Leave:

Clarify Goals Personal Work Responsibilities/Travel Medical

Please provide a brief explanation on the reverse side of this form.

Student Signature: Date:

Approved by Senior Assistant Dean, Student Affairs: Date:

SISS Representative Signature (if applicable): Date:



**Brief explanation for requesting an educational leave.**