



# STUDENT REQUEST FORM

(PLEASE PRINT NEATLY)

**PLEASE COMPLETE THE INFORMATION BELOW** (\*Required Fields):

**Date\*:** \_\_\_\_\_

**Name\*:** \_\_\_\_\_ **SSN\*:** \_\_\_\_\_

**Program\*:** \_\_\_\_\_

**Group\*:** \_\_\_\_\_ **Start Date\*:** \_\_\_\_\_

**Phone Number\*:** \_\_\_\_\_ **E-Mail\*:** \_\_\_\_\_

### I REQUEST THE FOLLOWING:

**Change to**  Day  Evening \_\_\_\_\_ Program  
Check One

**Exemption** from: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Leave of Absence** from: \_\_\_\_\_ to \_\_\_\_\_  
Reason: \_\_\_\_\_

**Meeting** with the Dean of Academics  
Reason: \_\_\_\_\_

**Withdrawal** from the program  
Reason: \_\_\_\_\_

**Other:** \_\_\_\_\_

**COMMENTS** (If you need more space, please use the back of this form):

**STUDENT SIGNATURE\*** \_\_\_\_\_

By signing this form, I authorize the school to respond to this request by contacting me directly, by phone, mail, or e-mail.

### OFFICE USE ONLY