PLANNED EDUCATIONAL LEAVE OF ABSENCE

Name _________________________________________________________________________
Student ID number _________-________-_________ Major ____________________________
Program:  
❏ Undergraduate (a maximum of three academic semesters)  
❏ Graduate (a maximum of two academic semesters)

Please indicate the reason for your educational leave of absence:
_______________________________________________________________________________
___________________________________________________________________________

Leave of absence starting:  
❏ Spring 201__  
❏ Fall 201__

Return from leave of absence:  
❏ Spring 201__  
❏ Fall 201__

Please note:
• Students must submit educational leave of absence applications during the semester immediately
  prior to the beginning of their leave.
• Planned educational leave of absence is not permitted for nondegree students.
• This form must be submitted in person to the Student Service Center.

Student signature ______________________
Email __________________________________ Telephone __________________________

Please obtain the following approvals, signatures and clearances

Office of Student Accounting ___________________________ (Administration Building, Room P035)
Office of Student Financial Affairs ______________________ (Dr. Hamza AlKhali Information Center, Room 2012)
Library _____________________________________________
Academic adviser ___________________________ Department chair _______________________
Transfer credit unit (undergraduate students only) ________________________________
(Administration Building, Room P050)

Military service: Egyptian undergraduate male students who are on an educational leave of
absence are not entitled to any enrollment verification for the purpose of issuing or renewing
their passports, or obtaining a travel permit certificate.

Residency visa: Non-Egyptian students who were granted their student visa through AUC will
have their residency canceled. It is the student’s responsibility to adjust his or her residence status.
(Administration Building, Room P040): _______________________________

Student Service Center
January 2013
To obtain a bachelor’s degree, a student must complete at least 45 credit hours in residence at AUC. At least 30 of the 45 credits must be 300 or 400-level courses.

In addition to the above, no more than 15 credit hours of 300 and 400-level courses will be transferred to satisfy the concentration requirements of any program, as follows:

1. Programs offered by the School of Business: 15 credit hours
2. Programs offered by the School of Sciences and Engineering: 15 credit hours
3. Programs offered by the School of Global Affairs and Public Policy: 15 credit hours (excluding the Middle East studies program, where a maximum of 12 transfer credits are allowed)
4. Programs offered by the School of Humanities and Social Sciences: 12 credit hours

________________________________________________________________________

Student signature                          Date

________________________________________________________________________

Approval of the Office of the Registrar