

### Leave of Absence Petition

Students wishing to take a leave of absence from their degree program at Northwestern University in Qatar should complete and submit this leave of absence petition. Students can apply for a leave of absence at any time.

Please note that students may be placed on Administrative Leave of Absence if they are not registered by the end of the drop/add period of a semester during which they are expected to return for courses (Fall/Spring semester). For more information about leave of absence, see the *NU-Q Undergraduate Catalog*.

**Name:**

**Net ID:**

**NUQ Email:**

**Alternate non-NUQ email address:**

**Class standing:**

**Semester and year for which you wish to withdraw:**

**Are you a QF sponsored (international student)?**

**Acknowledgment:**

It is my responsibility to determine implications of this leave of absence for financial support/financial aid, visa, residency and housing (for international students), degree progress, and time to graduation.

It is my responsibility to notify my sponsor and seek their approval.

**Student Signature:**

**Date:**

**Approver Signature:**   
*Director of Student Affairs (or Delegate)*

**Date:**

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**Process after approval:**

- Copy Advising and Student Records.
- Student Records will initiate withdrawal checklist process.