

8.1 Leave of absence

Last name: _____ First name: _____ SID: _____

Email: _____ Phone: _____

Program: MSCMPE MSSE

(1) Student submits

- A completed Leave of Absence form
 - A copy of the unofficial student record from my.sjsu.edu
 - A copy of SJSU admission letter
 - A copy of Program of Study (must be completely typewritten)
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(2) Department office

Tracking Number: _____ Time Stamp: _____

(3) Program Director

Decision: _____ Initial: _____ Date: _____

(4) Student

Picks up the form Time Stamp: _____