



A Graduate School of National Security and International Affairs

THE INSTITUTE OF WORLD POLITICS

Office of the Registrar

Request for Leave of Absence or Complete Withdrawal Form

Form with fields for Name, Email, Address, City, State, ZIP, Daytime Phone, Evening Phone, and PROGRAM OF STUDY options.

I am requesting (Check one):

- Leave of Absence When do you intend to return?
Complete Withdrawal from all courses

I, the under signed, wish to take a leave of absence or completely withdraw for the following reasons:

- Coursework too difficult
Financial Hardship
Medical
Military Duty
Personal Reasons
Transferring to another institution

LEAVE OF ABSENCE & WITHDRAWAL POLICIES

Leave of Absence

A student who wishes to leave the Institute for more than one semester for professional, military, or personal reasons, but who intends to return in a future semester, may request a leave of absence.

Withdrawal from the Institute

M.A. and certificate students who wish to withdraw from the Institute must submit the Complete Withdrawal Form to the Director of Student Affairs and complete an exit interview.

If you are receiving Financial Aid benefits and this is a complete withdrawal from all classes, must obtain the signature of the Director of Financial Aid.

ACKNOWLEDGEMENT OF IWP POLICIES

I, the undersigned, understand and acknowledge IWP's policies as stated above:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Financial Aid Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_