休学・退学　申請手続きの流れ	
1. 保証人の了承	学部生は保証人（緊急対応者①）の方の了承が必要となります。 （大学院生・留学生・別科生は保証人の了承は不要です）
2. アドバイザー（指導教員）への相談	休学・退学理由、復学時期についてご相談・ご報告をお願いします。 ※休学願、退学願にはアドバイザー（指導教員）との面談が必要となります。
3. 学生支援課・武蔵野学生支援課へ相談	理由、期間等状況を確認の上、手続きの説明を行います。 ※以下の場合、学務課・武蔵野学務課へ確認が必要です。 休学の場合：履修確認 満期退学（単位取得後退学）の場合：単位数充足確認 詳細は、ご相談の際にご説明いたします。
4. 必要書類の提出	申請書（休学願・退学願） ＋ 病気療養による休学：診断書 兵役の場合：兵役期間の分かる証明書
提出期限	大学ホームページにてご確認ください。 https://www.musashino-u.ac.jp/student-life/learning/register.html *HOME＞　学生生活・就職　＞　学びのサポート　＞　学籍について*
5. 学内決裁	教授会、研究科委員会を経て学長決裁となります。 ※学内決裁の完了時期は、原則、願提出締切日以降となります。
6. 異動許可通知の発送	原則、書面で発送（通知）いたします。

復学までの流れ		
申請が必要な場合		申請不要
病気療養・心神耗弱による休学の場合	**休学期間短縮の場合**	**休学期間満了の場合（通常）**
休学理由が、病気療養・心神耗弱による理由の場合は復学願と復学が可能である旨が確認できる診断の提出書が必要となります。 主治医に相談の上、ご準備ください。 **復学願** **＋** **診断書** ※症状の回復が見られ、復学（就学）可能である旨確認できる診断書	決定された休学期間を短縮し復学を希望される場合は、復学願の提出が必要となります。 速やかに学生支援課・武蔵野学生支援課にご相談ください。	ご自身でアドバイザー（指導教員）に復学することを報告・連絡し、復学年次の履修登録等の日程にもご注意ください。 ＜郵送時期＞ 前期休学者：7月末頃 後期・通年休学者：2月頃 ＜郵送先＞ 留学生、大学院生、別科生は本人宅 その他の学生は保証人宅

問合せ先　平日 8：45～17：00
有明キャンパス
武蔵野大学　学生支援課　　学籍担当　Tel:03-5530-7334　✉：gakusei@musashino-u.ac.jp
武蔵野キャンパス
武蔵野大学　武蔵野学生支援課　学籍担当　Tel:042-468-3353　✉：mgakusei@musashino-u.ac.jp

Process for Applying for a Temporary Leave of Absence or Withdrawal	
1.Approval of Parent/Guardian	Undergraduate students need their parent/guardian (Emergency contact 1 on MUSCAT)'s approval. （Graduate students, international students whose residence status is "Student 留学", and students of the program for certified care workers do not need the approval of their parent/guardian）.
2.Consultation with an advisor (supervisor)	Please consult with us or report regarding your reasons for taking a leave of absence or withdrawing, as well as your expected date of return. *Note: To submit a Request for Leave of Absence or Withdrawal, a prior interview with your academic advisor (or supervisor) is required.
3.Consultation with Student Support Office/Musashino Student Support Office	After confirming the reasons, duration and circumstances, we will provide instructions for the procedures. *In the following cases, confirmation with the Academic Affairs Administrative Office/Musashino Academic Affairs Administrative Office is required. Temporary leave of absence：course registration confirmation Withdrawal with the completion of course requirements：Credit fulfillment confirmation Further details will be provided during consultation.
4.Submission of required documents	Request form (leave of absence, withdrawal) ＋ Leave of absence due to illness or medical treatment: medical certificate Military service: Certificate confirming the period of military service
Submission deadline	Please refer to the university website. https://www.musashino-u.ac.jp/student-life/learning/register.html *HOME＞　学生生活・就職　＞　学びのサポート　＞　学籍について*
5.University approval	The decision will go through the faculty council and the graduate school committee before being approved by the university president. * Please note that University approval is generally completed after the application submission deadline.
6.Dispatching notification of change in student status	As a general rule, we will send a notice in writing.

Process until resumption of studies		
Application required		Application not required
In case of medical leave	In case of shortened duration	In case of completion of duration (usual)
If the reason for taking a temporary leave of absence is due to illness or mental disorder, a medical certificate verifying the possibility of returning to the university will be required. Please consult with your attending doctor. Request for resumption of studies ＋ Medical certificate *A medical certificate confirming that recovery is evident and that resuming studies is possible.	If you wish to shorten the approved period of temporary leave of absence and resume studies earlier, the submission of a request for resumption of studies is required. Please promptly consult with the Student Support Office or Musashino Student Support Office.	Please review the document confirming your intention whether to resume studies, which will be sent by mail before the expiration date of the leave of absence. Please contact your advisor (supervisor) directly and check the schedule of course registration. <Mailing Schedule> First semester temporary leave of absence: Around late June Second semester/yearlong temporary leave of absence：around February <Mailing address> For international students, graduate students and students of the program for certified care workers: Student's address For other students: Parent/guardian (emergency contact on MUSCAT)'s address

Contact　8：45～17：00 Weekdays

Ariake Campus
Student Support Office, Musashino University
Student Status Team　Tel:03-5530-7334
✉：gakusei@musashino-u.ac.jp

Musashino Campus
Musashino Student Support Office, Musashino University
Student Status Team　Tel:042-468-3353
✉：mgakusei@musashino-u.ac.jp