

Students may petition to take a leave of absence for **one term only**. Students who have been continuously absent for more than two but fewer than six terms must file a petition for readmission with an academic advisor. If readmitted, students are required to comply with current program and graduation requirements. Doctoral students who need to take a leave of absence must file a formal petition to their doctoral concentration committee. Readmission after a leave of absence is subject to approval by the doctoral concentration committee.

Leave of absence requests will be considered only before a student registers for the term; otherwise, it is considered a withdrawal. As a result of a leave of absence, your expected graduation date and financial aid may be adjusted. Please consult with the GSEP Financial Aid Office to review how this leave of absence will affect current and future financial aid eligibility.

Complete and return this form to your academic advisor prior to registration. Be sure to consult the GSEP Academic Catalog applicable to your term of entry for further details regarding a leave of absence from your program.

Student Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Academic Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Leave from:  **Fall** (Sept.)  **Winter** (Jan./Online only)  **Spring** (Jan.)  **Summer** (May) Year \_\_\_\_\_

Return/re-enroll:  **Fall** (Sept.)  **Winter** (Jan./Online only)  **Spring** (Jan.)  **Summer** (May) Year \_\_\_\_\_

E-mail during leave: \_\_\_\_\_

*By signing below, I acknowledge that I understand the statements provided above.*

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

Date: \_\_\_\_\_

FOR OFFICE USE ONLY

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Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Director, Student Services: \_\_\_\_\_

Date: \_\_\_\_\_