LEAVE OF ABSENCE FORM

(The Regulations Governing Graduate Study specify that leaves of absence may occur for up to two years only. The leave of absence guarantees re-entry to the program if the student applies to the Graduate School for readmission within the time period specified. The rules provide that in some unusual cases leaves of longer than two years may be permitted. This, however, requires that the student write a detailed request to the ASC.)

NAME: ID: ADVISOR:

TIME PERIOD OF LEAVE:

REASON AND WHAT YOU WILL BE DOING:

PROGRESS ON REQUIREMENTS AT TIME OF LEAVE:

FORWARDING ADDRESS AND PHONE NUMBER:

Signature: Signature:

Advisor Date ASC Chair Date

Remember to clear out office space, if any, and return all keys. Arrange to have your computer account deleted or forwarded. Return all tapes and library books.