



## LEAVE OF ABSENCE FORM

Mr.  
 Ms. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Columbia ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Current Student Status:**

Special     MS     MS/Ph.D.  
 Ph.D.     Professional     DES

**Current Academic Department:**

APAM     BIOM     CEAC  
 CEEM     COMS     ELEN  
 EAEE     IEOR     MECE

**Check all that are appropriate:**

U.S. Citizen     Permanent Resident  
 International Student     Financial Aid Recipient  
 Reside in University Apartment Housing     Columbia Video Network Student

Are you fully-funded by your department?     Yes     No

**LEAVE OF ABSENCE INFORMATION & CRITERIA**

- ◆ Leaves are granted for a maximum of 1 year.
- ◆ **Attach a written statement containing an explanation for requesting a leave of absence.**
- ◆ Students who take leaves for other than medical reasons relinquish their housing privileges.
- ◆ Students who fail to return from approved leaves of absence will be withdrawn from the university.
- ◆ Students who fail to register without approval for a leave will be withdrawn from the university.
- ◆ Students must be degree candidates, have completed 1 semester of study, and have a minimum grade point average of 2.5.
- ◆ **Please note that if you are registered for courses, you will be withdrawn for the term that you request a leave. The date that your completed and signed form (by both you and your department) is submitted to Graduate Student Services will be used to assess any possible tuition refund.**

I request a leave of absence for the following academic period:

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

I will return to classes:     Fall     Spring     20\_\_\_\_

Print Student's Name: \_\_\_\_\_ Student's signature: \_\_\_\_\_

Departmental Faculty Advisor Approval:

Graduate Student Services Office Approval:

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Copies to:     Student     Student File     ISSO     Housing  
 Department     GSAS     Financial Aid & Educational Financing