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  □ CEEM  □ COMS  □ ELEN
□ APAM  □ BIOM  □ CEAC  □ EAEE  □ IEOR  □ MECE

Current Academic Department:

Check all that are appropriate:
□ U.S. Citizen  □ International Student  □ Reside in University Apartment Housing
□ Permanent Resident  □ Financial Aid Recipient  □ 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♦ Students who fail to return from approved leaves of absence will be withdrawn from the university.
♦ Students who fail to register without approval for a leave will be withdrawn from the university.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♦ Please note that if you are registered for courses, you will be withdrawn for the term that you request a leave.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: __________________________

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

REV. 07/04