

Petition for a Leave of Absence

- Requests for leaves of absence must be negotiated through the chair or director of graduate studies of the student's major department, and, where appropriate, the area or divisional committee then forwarded to the Graduate School **prior to the start of the semester in which the leave is to begin.**
- Normally, leaves are granted for a **maximum of one year**, but may be extended for up to one additional year if circumstances warrant.
- Each department may establish its own policies within the purview of these guidelines.
- **Students in degree programs not processed by the Graduate School (i.e. EdD, EdM, DPT, MBA, MSW) should forward this form to the Office of the Registrar in 232 Capen Hall for final approval.**
- **NOTE:** *Students approved for a Leave of Absence remain liable for any outstanding tuition and fee charges on their student account. In addition, any existing "incomplete" grades are held to the IU default time limit for completion.*

Last Name _____ First Name _____

UB Person Number _____ -- _____ E-mail _____

Matriculating Dept. _____ Master's _____ Ph.D. _____ Au.D. or DNP _____

What is your means of financial support? _____

Are you an International Student? Yes _____ No _____ *International students should consult with International Student & Scholar Services. 210 Talbert Hall, (716)645-2258 to ensure their immigration documents are in order.*

Leave requested beginning: Fall Spring _____ (year)

Semester returning: Fall Spring _____ (year)

Reason for Leave: _____

Required Approvals:

Student _____ Date _____

Major Advisor _____ Date _____

Dept. Chair/Director of Graduate Studies _____ Date _____

Graduate School/Registrar _____ Date _____

FINAL ACTION TAKEN: Approved Denied

Comments: _____

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| GS use only GDB _____ PDB _____ HUB _____ Email _____ |
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Revised 12/2016