



## Leave of Absence (LOA) Request Form

A student who wishes to temporarily interrupt their progress toward degree completion may petition for a general leave of absence. General leaves of absence must be approved by the student's program of study. The process to petition for a general leave of absence is as follows:

- Student must submit the LOA Request Form to the program's Chair for review.
- Leaves of absence are granted for no less than one semester and no more than one year.
- Recurring College Scholarships (i.e., Adult Learner, Diversity, etc.) are deferred for no more than two (2) major semesters (fall and spring).
- During a leave of absence, students are not permitted to enroll at the University and will not be considered active students.
- At the end of the approved leave period, the student must petition for reinstatement by contacting the program's Chair via email at least 6 weeks before the start of the semester in which they plan to return.
- Students must set up an advisement meeting before registration for the semester in which they plan to return.
- Students who fail to petition to return after a leave of absence, may be withdrawn (discontinued) from their program and need to apply for readmission in order to return.

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Last Semester Enrolled: \_\_\_\_\_/Year Current GPA: \_\_\_\_\_

Academic Plan/MAJOR: \_\_\_\_\_

I am requesting a leave of absence for the following terms: Fall/Year \_\_\_\_\_ Spring/Year \_\_\_\_\_

### Primary Reason for the LOA

Employment                      Medical                      Emergency                      Financial Hardship                      Other Obligations

Please Explain:

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I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. I understand that a false statement or misrepresentation on this form may result in the rejection of my request. I understand that taking a leave of absence can impact the student loan repayment timeline and that I should contact the Office of Fellowships and Financial Aid to understand the full financial impact. International students should contact the Office of International Students at the Graduate Center [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu)

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

### **Department Use Only**

Notes:

Department Chair Signature:

Date: