

Request for Leave of Absence

Degree candidates who must interrupt studies for a compelling reason may be granted a Leave of Absence for a stated period, usually not to exceed one year. During the period of leave, which is not a registration, a student may not use Universities facilities. Approved Leaves are entered on a student's permanent academic record. The period of a Leave of Absence is not counted as part of the time allowed for the completion of degree requirements.

After receiving approval from your Program Director, students must submit the request to the Office of Student Affairs in 203 Lewisohn Hall, via e-mail at sps-studentaffairs@columbia.edu, or by fax to (212) 854-4101.

Name: _____

Address: _____ Telephone: _____

Columbia UNI: _____

Degree Program: _____

Term(s) for which you are requesting a Leave: _____

Are you a Federal Aid recipient? _____

If yes, please indicate the type of Federal Aid program you participate in: Title IV Title VII Both

Reason for requesting Leave of Absence – *Attach appropriate documentation*

Student's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

_____ Approved _____ Denied

Office of Student Affairs

Date