

**GRADUATE SCHOOL OF ARTS AND SCIENCES
REQUEST FOR LEAVE OF ABSENCE (LOA) FORM**

PLEASE PRINT CLEARLY

1. I.D.# _____ - _____ - _____

2. Last Name _____ 3. First Name _____

4. Department _____ 5. Degree _____

6. Current Mailing Address _____

7. _____ 8. Day Telephone (_____) _____ - _____
Country if applicable

9. E-mail Address _____

10. Requesting Leave of Absence for the following Semester(s)/Year _____

11. Leave cannot exceed one academic year. Semester/Year student will return _____

12. Reason for request required – if preferred, a letter may be attached. (If this is for medical reasons, student must instead complete a *Request for Medical Leave of Absence Form* which can be obtained at University Health and Counseling Services, 135 Forsyth)

13. Are you an international Student? Yes No 13 a. If yes, state non-immigration visa status _____

Please note that full-time F1 and J1 visa holders may only request a leave of absence for medical reasons. If this is a non-medical leave, you are not permitted to stay in the U.S. International students must consult with and receive prior approval from the International Student & Scholar Institute (ISSI) before requesting a leave of absence.

I have read the instructions and understand the terms of the Leave of Absence.

14. Student Signature _____ 14. Date _____

Approvals Required	Print Name	Signature	Date
a. ISSI Representative (if applicable)			
b. Depart. Graduate Coordinator			
c. Graduate School of Arts and Sciences			

COMMENTS _____

GRADUATE SCHOOL OF ARTS AND SCIENCES

REQUEST FOR LEAVE OF ABSENCE INSTRUCTION SHEET

If a medical leave is being requested, this form is not appropriate. Instead, a *Request for Medical Leave of Absence Form* must be completed. The *Request for Medical Leave of Absence Form* can be obtained from University Health and Counseling Services, 135 Forsyth. Specific instructions on how to complete the form will be attached.

- Matriculated full-time students may request an official leave of absence for a maximum period of ONE year. *Please note that being on an approved leave of absence does not extend the amount of time allowed for: (1) degree completion, or (2) incomplete grades. In addition, a student on an approved MLOA leave of absence may not be involved in any academic work related to his or her degree program including research.*
- The student must complete the Leave of Absence (LOA) Form, numbers 1 through 14. This form is available in the student's academic department or online at: www.cas.neu.edu/graduate/forms.html
- The LOA Form should include all relevant information such as a clear statement of the reason for the request, the extenuating circumstances, and a specific date of return. A separate page may be added, if necessary.
- The student must discuss the LOA with his or her departmental Graduate Coordinator. Please note that in the case of an international student requesting a Leave of Absence, approval from the International Student & Scholar Institute must be obtained BEFORE the student submits the form to his or her Graduate Coordinator.
- A student on an approved Leave who does not return after the LOA has expired may be subject to dismissal from the student's academic department and the Graduate School of Arts and Sciences.
- Once approved, GSAS will distribute copies to the appropriate administrative offices and a copy of this form will be sent to the student to the address indicated on the form.