UNIVERSITY AT ALBANY
State University of New York

Office of Graduate Studies
University Administration Building, Room 121
1400 Washington Avenue
Albany, NY 12222
Phone: 518/442-3980 Fax: 518/442-3922
Email: graduate@uamail.albany.edu

Request for Leave of Absence from Graduate Study

A doctoral student shall be eligible to apply for leave of absence prior to reaching doctoral candidacy and/or registering for dissertation credits. A leave may be proposed for an appropriate academic or personal reason and will be subject to approval by the student's department, school or college, and by the Dean of Graduate Studies. Normally, a leave of absence will be granted for a period up to one year. Multiple leaves may be granted up to a combined maximum of four semesters. The period of authorized leave of absence is not counted as part of the statute of limitations for completion of degree requirements. Students granted a leave are not expected to be progressing toward the completion of degree requirements during the leave period. During periods of approved leave, students may not be engaged in program related independent research/analysis, work with the faculty, take examinations, or make use of University facilities available only to students.

Name:	Student ID Number:
Address:	Telephone:
	Degree Sought:
	Program:
E-mail Address:	
Leave is requested for the following session(s):	

Reason for Requested Leave:

_____ _____
Student Signature Date

University Review

International Students Only:

Director of International Student Services: **Approve** **Disapprove** _____ _____
Comments: Signature Date

Departmental Action: **Approve** **Disapprove** _____ _____
Comments: Signature Date

Dean of School of College Action: **Approve** **Disapprove** _____ _____
Comments: Signature Date

Office of Graduate Studies Action: **Approve** **Disapprove** _____ _____
Comments: Signature Date

Revised June 2005