



Leave of Absence Request

Return to: The Graduate College, 120 Gibbs Hall, hours: 8:30 am – 5:30

Name (Last, First)				Banner ID
Degree		Major		
Email			Citizenship/Visa Status	
Alien Registration # (international only)			Have you advanced to doctoral candidacy?	

(Due 30 days prior to start of leave semester) (Do not submit this form if the expected leave is no more than one (1) non-summer semester. See Re-enrollment form, www.ncat.edu/tgc.)

I request a Leave of Absence for the following terms:

Fall Year
 Summer Year
 Spring Year

I request the opportunity to return to graduate study for the following term:

Fall Year
 Summer Year
 Spring Year

Primary Reason for the Leave:

Work
 Hospitalization
 Family Obligations
 Maternity
 Illness
 Personal/Financial
 Military

Please indicate where you will be during your leave. If you are remaining in the U.S. please provide your full address.

Student Signature

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 application. I understand that a leave of absence does not extend the time allowed for completion of the degree and the time spent on an approved leave of absence will be included in the maximum time allowed to complete the degree, please see The Graduate College Catalog. In addition, I understand that I am responsible for properly withdrawing through the University Registrar's Office from any active courses.

Signature _____ Date _____

Please Obtain the Following Approval Signatures

	Signature	Date
Department Chair, Coordinator or Authorized Department Advisor (Required for all requests) <i>This student is recommended for a Leave of Absence. I certify that it is not anticipated that the student will use university facilities and faculty time during the period of Leave.</i>		
Doctoral Committee Chairperson <i>For doctoral students who have advanced to candidacy.</i>		
Office of International Affairs <i>Non-immigrant international students are required to discuss the implications of Leaves of Absence on their visa status with a representative in the Office of International Affairs (OIA)</i>		

For The Graduate College Use:
 Approve
 Deny
 Graduate Dean's Signature Date