



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

PERSONAL LEAVE OF ABSENCE

BEFORE YOU BEGIN

- ◆ Please read these instructions before proceeding!
- ◆ If you are seeking a Health Leave of Absence, please do not complete this form. Please visit www.gannett.cornell.edu/HLOA.html
- ◆ This form must be filed with the Graduate School for consideration of a leave of absence

NON-REGISTERED STATUS

For more information, see the Code of Legislation: www.gradschool.cornell.edu/code

Leave of absence

A leave of absence can be granted for personal or medical reasons, but the process is different for each type of leave. A health leave of absence requires filing with Gannett Health Services. More information is available at www.gannett.cornell.edu/HLOA.html.

The maximum number of years allowed for leave of absence is four. To register after the four-year limit, an individual first must apply for readmission. A student who takes a leave of absence relinquishes the access to campus facilities and personnel that normally accompanies student status. However, students are eligible to enroll in the Student Health Insurance Plan (SHIP) for a period of up to 12 months by contacting the Student Insurance Office at (607) 255-6363. Upon registration after a personal leave of absence, a student is not guaranteed continuation of the financial aid package offered at the time of original admission to the Graduate School.

U.S. government regulations require that a student holding a non-immigrant visa who takes a personal leave of absence must either (1) leave the U.S. within 15 days or (2) apply for optional practical training before the effective leave of absence date. Before leaving Cornell, such a student taking a leave of absence should contact Graduate School Student Services and the International Students and Scholars Office for information on maintaining visa eligibility for re-entering the United States.

Leave upon completion of degree

Students who complete the degree prior to the end of the fall or spring semester can file for a leave upon completion; tuition will be prorated accordingly.

REGISTERING AFTER A LEAVE OF ABSENCE

For more information, see the Code of Legislation: www.gradschool.cornell.edu/code

A student who wishes to register following a leave of absence or a withdrawal should consult the Code of Legislation and contact the Graduate School for advice. A student may register upon written request to the Graduate Student Services Office and without reapplying, as long as renewal of the leave of absence **was granted by the field** each year without interruption.

You should contact the Graduate Student Service Records Team at least one month prior to your return so your registration can be rejoined. An email request is acceptable, gradstudserv@cornell.edu. International students must consult the International Students and Scholars Office before returning.

If the leave of absence was for medical reasons, registration requires prior approval of the University Health Services or another appropriate health care professional as well as the graduate field and Graduate School.

Active file fee

A doctoral candidate (a Ph.D. student who has passed the A exam) who has earned six or more registration units is required to pay an active file fee. The fee will be charged for each semester of leave, up to a maximum of six semesters. The active file fee is charged based on the date of the final dissertation submission, not the date of the final examination. The active file fee is not charged for summers. Consult the Graduate School regarding fees.



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Date _____

PERSONAL LEAVE OF ABSENCE OR LEAVE UPON COMPLETION

INSTRUCTIONS

- If you are seeking a Health Leave of Absence, please do not fill out this form, but visit the Gannett Web site, www.gannett.cornell.edu/HLOA.html or call 255-5155 for more information.
- Read the back of this form carefully before completing it. Nonregistered status affects access to campus resources and visa status for international students.
- Choose only one of the two options in the "Status Requested" section. Briefly describe the justification for this request.
- You should contact the Graduate Student Services Records Team at least one month before your Leave of Absence ends. After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form to **Graduate Student Services Records Team, 143 Caldwell Hall**. Or you may send it as a PDF to gradstudserv@cornell.edu.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures, should be printed or typed. For more information, consult the Tuition Refund Policy in the general information section of the Courses of Study catalog or contact the Graduate Student Services Records Team at (607) 255-5820.

BIOGRAPHICAL INFORMATION

_____		_____		_____	
Cornell ID number		NetID		E-mail address	
_____		_____		_____	
Last name		First name	Middle initial	Gender	
_____		_____			
Academic program (Field)		Degree program			

PERSONAL LEAVE STATUS REQUESTED

I am requesting a leave of absence to be effective from _____ to _____
mm/dd/yyyy mm/dd/yyyy
 Reason for leave: _____

LEAVE UPON COMPLETION REQUESTED

*This status is used **only** if you are completing your degree requirements in the middle of an academic term and wish to have a percentage of your tuition refunded to you or your field.*

I completed all my degree requirements including confirmation my thesis/dissertation had final approval
 On this date: _____

FINANCIAL SUPPORT STATUS FOR THE UP COMING TERM YOU WILL BE ON LEAVE

Fellowship	Graduate assistantship
Research assistantship	Graduate research assistantship
Teaching assistantship	Other _____
I did not receive Cornell University funding this semester	

INTERNATIONAL STUDENTS ONLY

International students are required to state their citizenship status and have it verified by the International Students and Scholars Office.

_____	_____
Citizenship status	International Students and Scholars Office signature

COMMITTEE SIGNATURES OF APPROVAL

_____	_____	_____	_____
Special Committee Chair name <i>(required)</i>	NetID	Special Committee Chair signature	Date
_____	_____	_____	_____
Director of Graduate Studies name <i>(required)</i>	NetID	Director of Graduate Studies signature	Date
_____	_____	_____	_____
GFA or Administrative Mgr. name <i>(required)</i>	NetID	GFA or Administrative Mgr. signature	Date