



Cornell University Graduate School

172 Caldwell Hall
Ithaca, NY 14853-2602

LEAVE OF ABSENCE INFORMATION

BEFORE YOU BEGIN

Review the Leave of Absence information provided below and provide your signature at the bottom of the page acknowledging that you have read and understand the information provided. Please see the [Leave of Absence Policy](#) for more information on Leave of Absence and contact the [Graduate School](#) with any questions.

If you are seeking a Health Leave of Absence, please do not complete this form. Please visit [CornellHealth](#) or call (607) 255-5155 for more information.

PERSONAL LEAVE OF ABSENCE

A personal Leave of Absence (LOA) can extend for a period of 12 months. LOA status temporarily suspends a student's registration status with the university. Non-registered status effects access to campus resources and Visa status for international students. Time spent on leave does not count toward time-to-degree limits.

- Students on leave are advised to contact the [Office of Student Health Benefits](#) for information regarding health insurance plans and coverage. Student may be responsible for plan costs or cancellation fees.
- Full access to the Cornell libraries and all library services is available to students on leave for a fee. For details, see [Library Privileges Application](#).

RENEWING A LEAVE OF ABSENCE

Leaves can be renewed annually for a maximum of four calendar years. To renew a leave, the student must submit a Leave of Absence form to the Graduate School Student Services Office one month before the expiration of the approved leave of absence period. Leaves are renewed at the discretion of the graduate field.

- Students who fail to renew their leave of absence will be withdrawn from the University.
- Students must reapply by completing the [Application for Readmission](#) form if they have been withdrawn from the Graduate School.

REGISTERING AFTER A LEAVE OF ABSENCE

A student who wishes to register following a leave of absence may register upon written request as long as a renewal of the leave was granted by the field each year without interruption, and the field approves the return to registration status. A written request to return must be submitted to the Graduate School Student Services office.

Upon registration after a leave of absence, there is no guaranteed continuation of the original financial aid package offered at the time of admission to the Graduate School.

LEAVE UPON COMPLETION OF DEGREE

Registered students who complete all degree requirements prior to the end of the fall or spring semester may request a Leave Upon Completion. Tuition will be prorated according to a daily pro-rated schedule. The effective date of this leave will be the ProQuest submission confirmation date.

INTERNATIONAL STUDENTS ONLY

Immigration regulations require that a student be registered in order to maintain F1 or J1 student status (if you remain in the US). If you take a leave of absence, you are no longer a registered student. You must do something to maintain your status or you MUST LEAVE THE US while on leave. For further information, discuss your plans with the Office of Global Learning.

STUDENT SIGNATURE

I acknowledge that I have read and understand all of the information provided above concerning Leave of Absence to include information regarding immigration status while on a leave of absence.

Student Signature

Date



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FOR OFFICIAL USE ONLY:

Leave Effective Date: _____
(To be determined by the Registrar for mid-term leaves)

LEAVE OF ABSENCE FORM

INSTRUCTIONS

Review the Leave of Absence information on the back of this form and provide your signature acknowledging that you have read and understand the information provided.

After obtaining the signatures from your Committee Chair and Director of Graduate Studies, submit the completed form to **Graduate School Student Services, 172 Caldwell Hall** or you may send it as a PDF to gradstudserv@cornell.edu.

When proactively requesting a Leave of Absence, your form may be submitted anytime during the semester but no later than the end of the semester.

BIOGRAPHICAL INFORMATION

Student ID	NetID	Degree Program
Last Name	First Name	Middle Initial

LEAVE OF ABSENCE REQUESTED

Please provide the reason for your leave request: _____

To request a leave of absence at the end of the current semester, check the appropriate box or boxes below.

Spring - Leaves requested for the spring term will officially start on **December 16, 2018**.

Summer - Leaves requested for the summer term will officially start on **May 19, 2019**.

Fall - Leaves requested for the fall term will officially start on **July 31, 2019**.

For students currently on an assistantship, please check the box below and attach your appointment letter providing the date your assistantship ends.

I have an assistantship and have attached my appointment letter providing the end date.

Students who need to request a leave of absence within the current term are required to consult with the Graduate School for assistance in completing the leave of absence form. Please schedule a meeting or phone call with the Registrar (607) 255-5820 option 3.

Mid-term Leave - leave effective date will be determined by the Registrar.

LEAVE UPON COMPLETION

Leave Upon Completion is a special status that is available to research degree students who have submitted their thesis or dissertation and have met all degree requirements.

I received my ProQuest submission confirmation on _____ (mm/dd/yyyy).

RENEWAL OF LEAVE OF ABSENCE

A current leave of absence can be renewed annually for a maximum of four calendar years. Indicate below the length of extension requested:

One Semester One Year

Please submit renewals at least one month before your leave of absence expires.

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