REQUEST FOR GRADUATE LEAVE OF ABSENCE

This form is to be used for Graduate matriculated students in the School of Education. Please complete this form and obtain your program coordinator’s signature before it is returned to the School of Education Office of Academic and Student Affairs (OASA) in Room 1000W. This form is NOT an authorization for an official withdrawal of courses in progress—you must drop those courses through your CUNYfirst account. When you wish to resume your graduate studies, you must file a readmission application with the Admission's Office.

PLEASE NOTE: A leave of absence for a specific period must be approved by your program coordinator and the School of Education Dean. Leaves of absence extend the time limit allowed for your curriculum. The total time limit for completing all degree requirements is 5 years for the School of Education. Courses expire after 5 years and may need to be retaken in order to complete your program.

Leaves of absence may be approved for a maximum of 2 semesters.

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Academic Plan ________________________________

CUNYfirst EmplID ________________________________

Email ________________________________ Telephone # (______) ____________________

Date of Matriculation ___________________________ Expected Graduation Term ___________________________

Are you currently enrolled in coursework? ____________________________________________

Student’s Signature _____________________________ Date __________________

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(TO BE FILLED OUT BY YOUR GRADUATE ADVISOR AND DIVISIONAL DEAN)

A leave of absence has been granted to ____________________________________________

for the period from Month/Year ______ through Month/Year ______.

(Sep for fall, Feb for spring, Jun for summer) (Jan for end of fall, May for end of spring, Aug for end of summer)

GRADUATE ADVISOR’S SIGNATURE _____________________________ DATE ______

DEPARTMENT STAMP ________________________________

DIVISIONAL DEAN’S SIGNATURE _____________________________ DATE ______

Office of the Registrar
695 Park Avenue, New York, NY 10065
http://registrar.hunter.cuny
(212) 772-4474