



INSTRUCTIONS

- This form may be filled out on-line but must be printed out and signed by the department DGS or Chair.
- Requests should be sent to the Vice Dean's Office at 6 Washington Square North, 2nd floor.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- For more detailed information, please refer to the GSAS Policies and Procedures Manual (Section 4.8)
<http://gsas.nyu.edu/page/grad.pp.manual.html>

Leave of Absence Rules and Procedures:

- Time of leave of absence counts as time to degree
- In order to qualify for a leave of absence students must be in "good standing."

GSAS Department:

Student Name:

UID#: Is this an International Student? Yes No

Period for Leave requested (*not to exceed one calendar year except in the case of national service*):

STARTING Semester and Year: ENDING Semester and Year:

Reason for Request (Please check one):

National Service –Please specify and provide documentation

Health –Please provide a note on OFFICIAL letterhead from treating physician or other appropriate healthcare professional describing the degree and duration of incapacitation

Compelling Personal Reason –A compelling reason should be based on a situation which is out of the student's control, such as a family or legal emergency. The Graduate School will also allow maternal and paternal Leaves of Absence for childbirth. Students should provide through explanation in the space provided below (attach additional pages is necessary).

Signature of Director of Graduate Studies or Chair: _____ Date: ____/____/20____

For Vice Dean's Office use only.

Approved Denied

Signature of Vice Dean: _____

Date Received: _____

Date: _____