



Instructions:

- This form may be filled out on-line but must be printed out, signed by the Department Chair or Director of Graduate Studies and sent to the Vice Dean's Office at 6 Washington Square North, 2nd floor, mail code 5818.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- Time on Leave of Absence counts as time to degree.
- In order to qualify of Leave of Absence students must be in good standing (having at least a 3.0 GPA and 66% of attempted credits completed).
- For more detailed instructions, please refer to the GSAS Policies and Procedures Manual at: <http://gsas.nyu.edu/page/grad.pp.manual.html>

Name of student:

UID#

Department:

Period for leave requested (*not to exceed one calendar year except in the case of national service*): Semester _____ Year _____
 Semester _____ 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 a family or legal emergency. The Graduate School will also allow maternal and paternal Leaves of Absence for childbirth. Student should provide a thorough explanation in the space provided below (use an additional page if necessary).*

Name of Chair or DGS:

Signature:

Date:

For dean's office use only.

Date Received: Approved Denied

Signature: _____

Date: _____

Comments/reason for denial of request:

Distribution: Department Graduation Services
 Roberta Popik OISS
 Allie Timberlake DB/file
 Registrar _____