



Graduate Student Leave of Absence Form

University of Delaware policy requires all graduate students to be "continuously registered" every fall and spring semester until they graduate. If circumstances arise that prevent you from taking a course each semester you must request a leave of absence using this form.

Directions:

- 1. Student completes the form and forwards it electronically to their advisor. (You may save the file and attach it to an email using your mail program.)
2. Advisor makes decision and forwards it to Christina Johnston in the CEHD Dean's Office-Student Support Unit, 106 Alison Hall West, or forward by email to cmj@udel.edu. The Dean's office will notify the department and/or faculty program coordinator of the request.

Student name: _____

Academic program: _____

Student ID number: _____

Email: _____

Date of request: _____

For which terms are you requesting a leave? Fall 20 _____
Spring 20 _____

Please briefly explain why you are requesting a leave of absence.

Advisor approval

___ Recommended ___ Not recommended _____
Name Date

CEHD approval

___ Recommended ___ Not recommended _____
Name Date

Upon approval from the Office of Graduate and Professional Studies, the student's academic transcript will record the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements as given in the student's official letter of admission.

It is the student's responsibility to return to active status or request an additional leave of absence upon the completion of the initial approved leave of absence.