GRADUATE SCHOOL OF ARTS AND SCIENCES
COLUMBIA UNIVERSITY

Leave of Absence

LAST NAME:

FIRST NAME:

CUID/PID: *C00* [refer to SSOL]

COLUMBIA (UNI) EMAIL ADDRESS:

NON-COLUMBIA EMAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE:

ALTERNATIVE MAILING ADDRESS:

ALTERNATIVE TELEPHONE:

DEPARTMENT OR PROGRAM:

☐ MA only   ☐ MA/MPhil/PhD

MONTH AND YEAR OF M.PHIL. AWARD (PH.D. STUDENTS ONLY):

CITIZENSHIP OR VISA STATUS:

SEMESTER AND YEAR OF FIRST REGISTRATION IN GSAS:

SEMESTER AND YEAR OF MOST RECENT REGISTRATION IN GSAS:

LAST DATE OF CLASS ATTENDANCE:

HAVE YOU APPLIED FOR OR RECEIVED FEDERAL LOANS TO PAY FOR ANY PART OF YOUR GRADUATE EDUCATION AT COLUMBIA?

ARE YOU CURRENTLY IN UNIVERSITY HOUSING?

PLEASE INDICATE THE SEMESTER, YEAR, AND TYPE FOR ANY PREVIOUS LEAVES:

I am requesting a { ☐ MEDICAL   ☐ MILITARY   ☐ PERSONAL } leave of absence, beginning in { ☐ SEPTEMBER 202__   ☐ JANUARY 202__ } and ending in { ☐ DECEMBER 202__   ☐ MAY 202__ }

MEDICAL LEAVES FOR PHYSICAL OR PSYCHOLOGICAL REASONS: A letter from a health-care provider must be submitted to GSAS no later than one week after submitting this form.

MILITARY LEAVES: Attach a copy of your military orders.

PERSONAL LEAVES: Attach a letter explaining your circumstances and detailing the reason for the leave request.

The complete policy regarding requesting and returning from a leave of absence is available online at gsas.columbia.edu/content/leaves-absence. Please note that a student will not be able to fulfill requirements for the degree during the leave.

I certify that I have reviewed and understand the GSAS policy on requesting and returning from a leave of absence.

_____   _____
STUDENT SIGNATURE   DATE

The student must submit this form via email to **gsas-studentaffairs@columbia.edu.** The Office of Student Affairs will then forward this form to your department or program to complete the section below.

To be completed by the department or program and returned to the GSAS Office of Student Affairs:

Statement of Academic Standing

☐ The above-named student is in good academic standing.

☐ The above-named student is <u>not</u> in good academic standing. This student must meet certain conditions *after* returning from leave. *Please attach a separate document outlining the conditions that must be met, the timetable for their completion, and the consequences that will ensue should they fail to be completed.*

Signature: _____   Date: _____

Name and title: _____

FOR GSAS USE ONLY

☐ STANDING REQUESTED _____

☐ REGISTRAR   ☐ ISSO

☐ INTERNAL DATABASE ☐ UAH

☐ TTD DATABASE   ☐ DEPARTMENT

☐ NOTE   ☐ LETTER TO STUDENT

☐ HOLD

RECEIVED IN OSA (DATE) _____