



PRINCETON UNIVERSITY  
The Graduate School

LEAVE OF ABSENCE

LEAVE OF ABSENCE REQUEST FORM

This form when completed by the student and approved by the Director of Graduate Studies should be returned to the Graduate Assistant who will send the document to the Graduate School, (111 Clio Hall) for review and approval.

(Last, First M.I.) \_\_\_\_\_ Department \_\_\_\_\_ Degree Sought \_\_\_\_\_  
Current Year of Study \_\_\_\_\_ AY 20 \_\_\_\_\_ - 20 \_\_\_\_\_ Advisor \_\_\_\_\_

Source and Amount of Current Financial Support \_\_\_\_\_  
I hereby request a Leave from the Graduate School under the terms of the General Regulations of the University, as stated in the document entitled "Leave Policy."

I understand that a Leave is subject to the following conditions:

1. Leaves are normally not granted to first-year students in their first term or to advanced students scheduled to take the General Examination.
2. Readmission is subject only to continued professional suitability; financial aid cannot be guaranteed to a student returning from Leave.
3. Application for readmission to the Spring Term must be made by December 15 and to the Fall Term by March 15.
4. Upon application, extensions of Leave status beyond one year may be granted in special circumstances.
5. Students who are not granted an extension and who do not return at the end of a year will be presumed to have terminated their degree candidacy.

I understand that this request must be approved by the Graduate School Office before I leave campus and that I must make arrangements for terminating my commitments for housing, meals, financial assistance, and other obligations as indicated on the TERMINATION FORM. I also understand that ALL BENEFITS TERMINATE.

Effective Date of Leave \_\_\_\_\_ Estimated Date of Return \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For Department Use**

Is the student in good academic standing? YES NO If no, please explain:

Director's Comments \_\_\_\_\_

APPROVED BY DIRECTOR OF GRADUATE STUDIES: \_\_\_\_\_ Date \_\_\_\_\_

**For Graduate School Office Use**

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_