Leave of Absence

Name SIS ID Number

CWRU Email Expected Graduation Date

Department/Program

Academic Policy on Leave of Absence from Graduate Study

The request must not exceed two consecutive academic semesters. In exceptional circumstances, a leave can be extended for another two semesters. The maximum amount of leave permitted per graduate program is four semesters. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year time limit.

Maternity, paternity or military obligations do not count toward the five-year time limit for degree completion. The length of the extension caused by maternity, paternity or military leave of absence may not exceed two years.

If requesting a medical leave of absence, please provide additional documentation from your health care provider.

I am requesting a:

Leave of Absence Military Leave of Absence

Ë 5 9 8 5 Leave of Absence Medical Leave of Absence

for the following term(s): Fall of Spring of Summer of

Student Date

Faculty Advisor Date

Department Chair/Program Director Date

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