



Northeastern

REQUEST FOR LEAVE OF ABSENCE (LOA) FORM

PLEASE PRINT CLEARLY

1. NUID.# 00 _____

2. Last Name _____

3. First Name _____

4. Department _____

5. Degree _____

6. Current Mailing Address: _____

Country (if applicable)

7. Telephone _____

8. E-mail: _____@husky.neu.edu

9. Requesting Leave of Absence
for the following Semester(s)/Year

10. Leave cannot exceed one academic year.
Semester/Year student will return

11. Reason for request required – if preferred, a letter may be attached. (If this is for medical reasons, student must instead complete a *Request for Medical Leave of Absence Form* which can be obtained at University Health and Counseling Services, 135 Forsyth)

12. Are you an international student? a. If yes, state non-immigration visa status _____

Please note that full-time F1 and J1 visa holders may only request a leave of absence for medical reasons. If this is a non-medical leave, you are not permitted to stay in the U.S. International students must consult with and receive prior approval from the International Student & Scholar Institute (ISSI) before requesting a leave of absence.

I have read the instructions and understand the terms of the Leave of Absence.

13. Student Signature _____ 14. Date _____

Approvals Required	Print Name	Signature	Date
a. ISSI Representative (if applicable)			
b. Department Graduate Coordinator			
c. Graduate School			

COMMENTS _____

DISTRIBUTION:

Department

Graduate School

ISSI (if applicable)

Graduate School

College of Arts,
Media & Design

College of Science

College of Social
Sciences & Humanities

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/casgraduate

GRADUATE SCHOOL:
Colleges of Arts, Media and Design, Science, Social Sciences and Humanities

REQUEST FOR LEAVE OF ABSENCE

INSTRUCTION SHEET

If a medical leave is being requested, this form is not appropriate. Instead, a *Request for Medical Leave of Absence Form* must be completed. The *Request for Medical Leave of Absence Form* can be obtained from University Health and Counseling Services, 135 Forsyth. Specific instructions on how to complete the form will be attached.

- Matriculated full-time students may request an official leave of absence for a maximum period of ONE year. *Please note that being on an approved leave of absence does not extend the amount of time allowed for: (1) degree completion, or (2) incomplete grades. In addition, a student on an approved MLOA leave of absence may not be involved in any academic work related to his or her degree program including research.*
- The student must complete the Leave of Absence (LOA) Form, numbers 1 through 14. This form is available in the student's academic department or online at:
www.northeastern.edu/casgraduate/current_students/forms/
- The LOA Form should include all relevant information such as a clear statement of the reason for the request, the extenuating circumstances, and a specific date of return. A separate page may be added, if necessary.
- The student must discuss the LOA with his or her departmental Graduate Coordinator. Please note that in the case of an international student requesting a Leave of Absence, approval from the International Student & Scholar Institute must be obtained BEFORE the student submits the form to his or her Graduate Coordinator.
- A student on an approved Leave who does not return after the LOA has expired may be subject to dismissal from the student's academic department and the Graduate School.
- Once approved, the Graduate School will distribute copies to the appropriate administrative offices and a copy of this form will be sent to the student to the address indicated on the form.