

Cornell University Graduate School

143 Caldwell Hall Ithaca, NY 14853-2602

PERSONAL LEAVE OF ABSENCE

BEFORE YOU BEGIN

- Please read these instructions before proceeding!
- If you are seeking a Health Leave of Absence, please do not complete this form. Please visit www.gannett.cornell.edu/HLOA.html
- This form must be filed with the Graduate School for consideration of a leave of absence

NON-REGISTERED STATUS

For more information, see the Code of Legislation: www.gradschool.cornell.edu/code

Leave of absence

A leave of absence can be granted for personal or medical reasons, but the process is different for each type of leave. A health leave of absence requires filing with Gannett Health Services. More information is available at <u>www.gannett.cornell.edu/HLOA.html</u>.

The maximum number of years allowed for leave of absence is four. To register after the four-year limit, an individual first must apply for readmission. A student who takes a leave of absence relinquishes the access to campus facilities and personnel that normally accompanies student status. However, students are eligible to enroll in the Student Health Insurance Plan (SHIP) for a period of up to 12 months by contacting the Student Insurance Office at (607) 255-6363. Upon registration after a personal leave of absence, a student is not guaranteed continuation of the financial aid package offered at the time of original admission to the Graduate School.

U.S. government regulations require that a student holding an F-1 or J-1 visa who takes a personal leave of absence must either (1) leave the U.S. during the leave or (2) change visa status or (3) apply for optional practical training (if eligible). These arrangements MUST be discussed with the International Students and Scholars Office (ISSO). Before leaving Cornell, such a student taking a leave of absence should contact Graduate School Student Services for information on returning to Cornell.

Leave upon completion of degree

Students who complete the degree prior to the end of the fall or spring semester can file for a leave upon completion; tuition will be prorated accordingly.

REGISTERING AFTER A LEAVE OF ABSENCE

For more information, see the Code of Legislation: www.gradschool.cornell.edu/code

A student who wishes to register following a leave of absence or a withdrawal should consult the Code of Legislation and contact the Graduate School for advice. A student may register upon written request to the Graduate Student Services Office and without reapplying, as long as renewal of the leave of absence **was granted by the field** each year without interruption.

You should contact your Graduate Student Service Representative at least one month prior to your return so your registration can be rejoined. An email request is acceptable. International students must consult the International Students and Scholars Office before returning.

If the leave of absence was for medical reasons, registration requires prior approval of the University Health Services or another appropriate health care professional as well as the graduate field and Graduate School.

Active file fee

A doctoral candidate (a Ph.D. student who has passed the A exam) who has earned six or more registration units is required to pay an active file fee. The fee will be charged for each semester of leave, up to a maximum of six semesters. The active file fee is charged based on the date of the final dissertation submission, not the date of the final examination. The active file fee is not charged for summers. Consult the Graduate School regarding fees.

Candidate for degree only fee

A master's degree student who returns to the University from a leave to take a final examination must register for the day as a Candidate for Degree Only (CDO) and pay an administrative fee. Contact your Graduate Student Services Representative regarding registering for the day of your final exam.

Form R6



Ithaca, NY 14853-2602

PERSONAL LEAVE OF ABSENCE

INSTRUCTIONS

- If you are seeking a Health Leave of Absence, please do not fill out this form, but visit the Gannett Web site, www.gannett.cornell.edu/HLOA.html or call 255-5155 for more information.
- Read the back of this form carefully before completing it. Nonregistered status affects access to campus resources and visa status for international students.
- Choose only one of the two options in the "Status Requested" section. Briefly describe the justification for this request.
- You should contact your Graduate Student Services Representative at least one month before your Leave of Absence ends. After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form to Graduate School Student Services, 143 Caldwell Hall.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures, should be
 printed or typed. For more information, consult the Tuition Refund Policy in the general information section of the
 Courses of Study catalog or contact the Graduate Student Services Office at (607) 255-5820.

BIOGRAPHICAL INFORMATION

Cornell ID number	NetID		E-mail address
Last name	First na	me Middle in	itial Gender
Academic program (Field)	Degree	program	
STATUS REQUESTED			
Leave of absence I am requ	esting a leave of ab	sence to be effective from _	mm/dd/yyyy to mm/dd/yyyy
Reason for leave:			
Leave upon completion of degree	I completed all req	uirements for the degree of	Degree completed OnMm/dd/yyy
Signature of Graduate School Thesis Advisor,	Pattie Place, 125 Cald	well Hall	Date
FINANCIAL SUPPORT STATUS			
Fellowship		Graduate assista	ntship
Research assistantship	Graduate research assistantship		
Teaching assistantship	Other		
I did not receive Cornell University fu	nding this semester		
INTERNATIONAL STUDENTS O	NLY		
International students are required to state the	ir citizenship status and	d have it verified by the Internati	ional Students and Scholars Office.
Citizenship status		International Stu	dents and Scholars Office signature
COMMITTEE SIGNATURES OF	APPROVAL		
Special Committee Chair name (required)	NetID	Special Committee Chair sigr	nature Date
Director of Graduate Studies name (required)	NetID	Director of Graduate Studies	signature Date
GFA or Administrative Mgr. name (required)	NetID	GFA or Administrative Mgr. si	ignature Date
GRADUATE SCHOOL ACTION			
Craduate School approval signature			Dracaco Data
Graduate School approval signature		_	Process Date
Graduate School use only:	nt Term History	Unofficial Transcript Not	e Student Milestones

Date _____

Form R6