



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

PERSONAL LEAVE OF ABSENCE

Form R6

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 www.gannett.cornell.edu/HLOA.html.

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.

