

Graduate Student Petition for a Leave of Absence

- Graduate students must register for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. If continuous registration is impossible at any time, the student must secure an official Leave of Absence for the relevant term.
- Requests for leaves of absence must be negotiated through the chair or director of graduate studies of the student's major department, and, where appropriate, the area or divisional committee using this form.
- Requests for leaves of absence must be forwarded to the Office of the Registrar by the last day of classes of the semester in which the leave is to begin.
- Normally, leaves are granted for a **maximum of one year**, but may be extended for up to one additional year if circumstances warrant.
- Each department may establish its own policies within the purview of these guidelines.
- **NOTE:** *Students approved for a Leave of Absence remain liable for any outstanding tuition and fee charges on their student account. In addition, any existing "incomplete" grades are held to the IU default time limit for completion.*

Last Name _____ First Name _____

UB Person Number _____ -- _____ E-mail _____

Matriculating Dept. _____ Master's _____ Ph.D. _____ Au.D. or DNP _____

What is your means of financial support? _____

Are you an International Student? Yes _____ No _____ *International students should consult with International Student & Scholar Services. 210 Talbert Hall, (716)645-2258 to ensure their immigration documents are in order.*

Leave requested beginning: Fall Spring _____ (year)

Semester returning: Fall Spring _____ (year)

Reason for Leave: _____

Required Approvals:

Student _____ Date _____

Major Advisor _____ Date _____

Dept. Chair or Director of Grad. Studies _____ Date _____

SUBMIT THIS FORM with required approvals to the OFFICE OF THE REGISTRAR for processing:

**University at Buffalo
Registrar at 1Capen
Capen Hall
Buffalo, NY 14260
UBregistrar@buffalo.edu**

FINAL ACTION TAKEN: _____ Approved _____ Denied

Registrar _____ Date _____

Comments: _____