

**Graduate School**

**Instructions:** Complete this form, obtaining signatures of your advisor and department or graduate chair. Submit the form, along with a check payable to “Temple University” for the required fee of \$25.00 for one term or \$50.00 for the two consecutive terms in an academic year, to the dean’s office of your school or college for processing.

	Fund/Org/Acct/Program	Fee per Term
Leave of Absence	100000 24800 4908 04	\$25.00

Indicate the term(s) with year for which the Leave of Absence is requested:  Fall \_\_\_\_\_  Spring \_\_\_\_\_

**NOTE:** This form expires at the end of the term or academic year indicated above. Request a renewal for subsequent terms by completing a new form and submitting the fee. With the exception of a serious condition, a student may not be granted more than four terms of leave. Also note these terms: (1) A Leave of Absence does NOT extend the time allotted toward a degree. The enrollment status of a student on leave is reported to lenders and loan servicing entities as “not enrolled.” If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment. (2) While on leave, a student retains library access and email privileges, but cannot receive academic advising, except as related to her or his petition for continuing the Leave of Absence. Further clarification is available in Graduate School Policy 02.25.14.

**SECTION 1: STUDENT INFORMATION**

Name (Last, First and Middle)		TUId
Current Mailing Address (including City, State and Zip Code)		
Telephone (beginning with Area Code)	Temple Email	
School or College	Program	Degree

**SECTION 2: REASON FOR REQUESTING LEAVE OF ABSENCE**

Select one reason only. If choosing “Other,” you must provide a detailed explanation in the space below:

- Change in Employment
  Health
  Family Obligations
  Other

Explanation:
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**SECTION 3: APPROVAL SIGNATURES**

Student			Date
Advisor	Telephone	Temple Email	Date
Department or Graduate Chair	Telephone	Temple Email	Date
College Associate or Assistant Dean	Telephone	Temple Email	Date

**Approval cannot be assumed. You will be notified of the decision.**