

# Leave of Absence Request for Doctoral Students

Please see the **Doctoral Student Handbook** for additional information on leave of absence.

- 1) Students complete and submit this form to the GTU Dean of Students to request a leave. They also use this form to request a **medical leave of absence**, and indicate in the "Reason for request" section if they wish to enroll or continue enrollment in the GTU HIPS (HIPS is only available to students on approved **medical** leaves).
- 2) Students interested in taking a leave must, next, complete the **Leave or Withdraw Checklist**. You can secure a copy of this form from the GTU website (click the Student Life link, "view more," then, the Forms, Guidelines, and Policy Statements for GTU Degree Programs link). **Students can NOT be approved for a leave if they have not: completed an exit interview with the Financial Aid Office, cleared outstanding debt with the GTU Business Office and Library, and paid relevant fees.**
- 3) **A leave request is only approved for one semester at a time, students needing multiple leaves must apply and pay relevant leave fees each semester (including medical leaves).**
- 4) Students are *normally* granted no more than four semesters of leave during their program and no more than two consecutive semesters of leave.
- 5) Students will be charged an administrative fee for each semester of leave requested before the general registration deadline.
- 6) Students applying after the general registration deadline but before the late registration deadline will be charged an additional late fee. (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees. Students may also consult with the GTU Business Office.)
- 7) Taking a leave may affect your educational loans repayment schedule. The GTU Financial Aid Office will explore with you the implications of a leave on loan repayment during the exit interview.
- 8) If your contact information changes while on leave (e.g. mailing address or phone number) contact the GTU Receptionist/Student Affairs Office Manager with updates.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

GTU Student Email Address: \_\_\_\_\_

Previous Leaves of Absence - semester and year: \_\_\_\_\_

Current Request for Leave –semester and year: \_\_\_\_\_

Reason for request (write "see attachment" in the box below if you need more space and share your reasons in a memo):

Advisor: \_\_\_\_\_ School: \_\_\_\_\_ Email Address: \_\_\_\_\_

Leave approved for semester:  Yes  No Reason: \_\_\_\_\_

HIPS granted for semester:  Yes  No Reason: \_\_\_\_\_

\_\_\_\_\_  
Dean of Students Date

For Business Office Use Only

Charge leave fee for semester:  Yes  No

Charge late fee for semester:  Yes  No

Charge HIPS fee for semester:  Yes  No