

## REQUEST FOR LEAVE OF ABSENCE FROM GRADUATE STUDIES

**For graduate students** who wish to pause their current graduate program of studies effective with the next academic term (or future term as specified). **If you need to take a Leave of Absence or Withdraw for medical reasons from the current semester, contact the Registrar's Office at 717-871-5005 for more information.**

Leave of Absence can be requested for up to one year.

When ready to return, student may need to submit a request for graduate program extension form.

**If you are admitted to a program but have not yet taken any classes, please DO NOT USE THIS FORM, instead, contact Graduate Admissions and request deferred admission for a later start term.**

**GRADUATE STUDENT:** Fill out the following fields and forward to [adultlearning@millersville.edu](mailto:adultlearning@millersville.edu).

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

Advisor name: \_\_\_\_\_

LAST TERM YOU ARE ATTENDING: \_\_\_\_\_ **\*Your leave of absence will go into effect the following term.**

When do you plan to return? (not to exceed 1 year of absence): \_\_\_\_\_

Are you currently enrolled in any future term classes? NO \_\_\_ YES \_\_\_ Details: \_\_\_\_\_

NOTE: When you are ready return to finish your graduate studies at Millersville, you may need to file Request for Program Extension found on [GSAL Student Forms](#) webpage. If too much time has expired since your initial admission to your graduate program, you may be required to reapply to the program. **Program requirements may change.**

Today's Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**Email this form to [adultlearning@millersville.edu](mailto:adultlearning@millersville.edu) using your millersville email.**

**Adult Learning staff will route to your advisor and then forward to registrar for processing.**

### ADVISOR ACKNOWLEDGEMENT

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### REGISTRAR:

Banner update made: \_\_\_\_\_ (date)

Comments:

Copies will be sent to student and advisor.