Graduate Student Petition for a Leave of Absence

- Graduate School policy requires students to register for a minimum of one credit hour each fall and spring term
 until all requirements for the degree are completed. If you are facing circumstances that will interrupt your
 continuous registration, you must secure a formal Leave of Absence for the relevant term.
- A Leave of Absence must be negotiated through your department chair or director of graduate studies, and forwarded to the Office of the Registrar by the last day of classes of the term in which the leave is to begin.
- Normally, a Leave of Absence is 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. Any existing "incomplete" grades on your record are held to the regular 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 supp	oort?			
Are you an international student on a	an F-1 or J-1 visa? *Y	/es No	·	
*F-1 and J-1 international students in absence request will be processed. Absence E-Form found in my ISSS.				
Leave requested beginning:	Fall □ Sprin	ıg	(year)	
Semester returning: Fall	□ Spring	()	year)	
Reason for Leave:				
Required Approvals:				
Studentprint				_ Date
print		signature		
Major Advisor				Date
print		signature		
Chair/Director of Grad Studies				Date
prir	nt	signature		
*Int'l Student Services Advisor				Date
prir	nt	signature		
SUBMIT completed form with University at Buffalo,				
FINAL ACTION TAKEN:	Approved	Denied	d	
Registrar				_ Date
Comments:				

of