

GTU COMMON MA PROGRAM  
REQUEST FOR LEAVE OF ABSENCE

**POLICIES ON LEAVES from the MA Program Handbook:**

A student who is unable to continue academic work must submit a Leave of Absence form **for each semester of leave** to the Dean of the School of Affiliation specifying grounds of personal, medical, or financial exigency so that the Dean may determine if the leave is warranted. The Dean of the School grants or denies the request, signs the form and returns it to the GTU Dean's office for review, filing, and posting in the student's computer record. The Dean of the School will also communicate the decision in writing to the student. **If a leave is not officially requested, approved and on file in the GTU Dean's Office each semester the student is away, the student may be terminated when they do not register for classes.** A leave of absence requires a break in all academic work including library privileges, coursework, examinations, thesis work, and interaction with faculty. It is not appropriate to take a leave of absence to work on a thesis. Students with an outstanding balance at the GTU Business Office will not be approved for a leave of absence in good standing.

**LIMITS ON LEAVES**

Students are not normally granted more than four total semesters of leave, and no more than two semesters consecutively, in the course of their degree program. Accrediting agencies require institutions to enforce a reasonable continuity in the program. Leaves of absence taken once matriculation in the MA Program has begun **do** count toward the total four years allowed in the program. (Semesters deferred before beginning the program are not considered leaves and do not count.) If it becomes necessary for a student to request an extension of their program beyond the four-year limit, further explanation of leaves taken may be required.

**LEAVE OF ABSENCE FEE**

Students who request their leave by the deadline will be charged a \$100.00 administrative fee for each semester. Students requesting a leave after that deadline will be charged an additional late fee. (The School of Affiliation establishes the late fee amount.) Both fees are payable to the School of Affiliation. This is an incentive for students to get information in on time for the Schools to submit their enrollment reports to federal accrediting agencies.

**FINANCIAL IMPLICATIONS OF LEAVES**

Students are advised to consult with the Financial Aid Office about whether a leave is the best financial decision. Students with educational loans need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months.

STUDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ SCHOOL \_\_\_\_\_ AREA \_\_\_\_\_ ADVISOR \_\_\_\_\_

**LEAVE REQUESTED FOR (semester/year):** \_\_\_\_\_ (only **one** semester's leave per sheet)

PREVIOUS LEAVES TAKEN (SEMESTER/YEAR): \_\_\_\_\_

BEGAN PROGRAM (SEMESTER/YEAR) \_\_\_\_\_

HAVE YOU EVER RECEIVED FINANCIAL AID? \_\_\_\_\_  LOANS  GRANTS

REASONS FOR REQUEST (YOU MAY ATTACH A LETTER IF YOU PREFER): \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

LEAVE GRANTED

LEAVE DENIED

\_\_\_\_\_  
Signature of Dean of School

\_\_\_\_\_  
Date