

## Doctoral Leave of Absence/Exit Interview

Office of Doctoral Studies • Pless Hall, 82 Washington Square East, 2nd Floor, NY, NY 10003 • (212) 998-5044

**Instructions:** First, read the back of this form for important information; check **either** the Leave of Absence or Exit box below and fill out the Student Information section. Next, meet with your advisor for approval. After getting your advisor's signature and your department chair's signature, submit this form to the Office of Doctoral Studies.

**I am applying for (check one):**  **Leave of Absence** **OR**  **Exit (Termination of Matriculation)**

### Student Information

		<b>N</b>
First Name	Last Name	ID Number
Address: Street	City	State
		Zip Code
		Telephone
Name of Advisor (type or print clearly)	Department and Program	
		NYU Email Address
<input type="checkbox"/> PhD <input type="checkbox"/> EdD.	Year in Program (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)	Number of Points Completed
		Number of Points Remaining
		Other Email Address

Did you complete registration for the semester in which you are requesting a leave? If YES, you must obtain a Drop/Add form to officially withdraw from your current courses.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you withdraw from any courses during the semester for which you are requesting a leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Funding Status (Fellowship, Scholarship, External Funding, etc.):	
Are you an International Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you selected YES, what is your visa status?

**Leave of Absence:** Leaves of absence do not carry a fee, but you may not have access to some University facilities during this period and you will not be eligible for full-time or half-time equivalency status. You may be granted up to two semesters for a leave of absence, and you **must** have your advisor's approval.

Leave begins: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	I intend to return: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**Student Exit (Termination of Matriculation):** I do not intend to return to NYUSteinhardt as a doctoral student. I understand that my matriculation will be terminated, and I will be required to re-apply if I decide to return to the University.

Date of Exit (Termination of Matriculation):	Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**Please describe your reasons for requesting a leave of absence or exit (attach additional pages if needed):**

**I have read and understand the terms on the reverse side pertaining to my (check one)  leave of absence or  exit (termination of matriculation) and have met with my advisor.**

Student's Signature	Date	Advisor's Signature	Date	Department Chair's Signature	Date
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<b>Office of Doctoral Studies Use ONLY</b>	
	Doctoral Studies Signature      Date

### Leaves of Absence

If you do not wish to attend NYUSteinhardt for one semester or for an academic year, you may request an official leave of absence for up to two semesters during your course of study. A leave of absence requires the approval of your advisor and your department chairperson. You must adhere to all terms and conditions for a leave of absence and your return from this absence as described in this form.

If you are seeking a leave of absence for a medical condition, you must provide appropriate documentation from an attending health care professional.

NYUSteinhardt does not grant leaves after the third week of the semester unless you have compelling personal or medical reasons. **Any refund or cancellation of billing will follow the University schedule for refunds.** If NYUSteinhardt grants you a leave of absence, you do not have to make a formal application for readmission or reinstatement of matriculation. However, you must return to the school within the agreed-upon time, which is a maximum of two semesters. While you are on leave you are responsible for all deadlines (e.g. financial aid, housing). **When returning from a leave of absence, contact your advisor for advisement and registration.**

A leave of absence from New York University (NYU) precludes you from taking courses at another academic institution without prior approval from your academic program, department, or school. Matriculation in another degree program while on leave will result in automatic termination of your NYUSteinhardt matriculation. You should understand some NYU services (computers, libraries, Coles Sports Center, etc.) may not be available to you, and you will **not be eligible for full-time or half-time equivalency** during the period of your leave.

### Advisor's Approval

Advisors should review this request with you to determine whether or not you will be able to complete your program within the prescribed time limits. A leave of absence does not extend the maximum eight-year (or ten-year for students who entered part-time) matriculation period. If you receive approval to take time off beyond the two semesters of a leave of absence, you **must** register for DCADV-GE 3400, Doctoral Advisement (1 point) or other departmentally approved 1-point substitution. You must also inform your academic program, department or school at least six weeks prior to the registration period for the semester of your return. You should be aware that your leave may affect your ability to pre-register for the semester in which you return.

### Funding/Financial Aid/Student Loans

If you are currently funded as a Steinhardt Fellow during either fellowship years or scholarship years, or if you are receiving any other type of internal funding, you must have written permission from both your department chair and from the Office of Doctoral Studies to defer your funding during your leave. If you are externally funded, you must have written confirmation from the funding agency clearly stating that funding will be reinstated upon your return. This confirmation must be submitted to your department chairperson and to the Office of Doctoral Studies.

You must meet all financial aid deadlines for the semester in which you plan to return to the University. If you take a leave of absence you may be required to **immediately repay** financial aid for the semester(s) you are on leave. You must notify the Office of Financial Aid **in writing** of your leave of absence or termination of matriculation. For further information contact the Office of Financial Aid, 25 West 4th Street, 212-998-4444. A leave of absence or termination of matriculation does **not** exempt you from student loan repayment.

### Student Health Insurance

You may be eligible for continued enrollment and/or coverage in the Student Health Insurance Basic Plan or the Graduate Student Health Insurance Plan (GSHIP) during an official Leave of Absence if you were enrolled in the plan during the previous semester. Please contact NYU Student Health Insurance Services at (212)443-1020 or [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu) for more information about the semester deadlines and the online enrollment process.

### International Students

If you are an international student holding an F1 or J1 visa, a leave of absence **will** affect your visa status. You must contact the Office Global Services, 561 LaGuardia Place, 212-998-4720, to review the status and requirements pertaining to your matriculation while on leave from the University. You are not eligible for full-time equivalency status while on leave.