

I. Unconditional Graduate Program Leave of Absence Request

(To be completed by a student requesting unconditional leave from a graduate program.)

Graduate students are expected to be enrolled consecutively during each fall and spring semester until they complete program requirements. A graduate student in good standing who has not previously been granted a leave of absence and who has maintained the required minimum credit load may, however, request an unconditional leave of absence due to extenuating circumstances.

1. Unconditional leaves of absence are not guaranteed; they require approval from a requester's graduate program director.
2. Unconditional leaves cannot extend more than two consecutive semesters.
3. An approved leave of absence does not extend the degree completion time limit, which is calculated from a student's initial semester.
4. All leaves must commence or resume at the beginning of a semester.
5. A student may be granted only one unconditional leave during the course of their graduate study in a given program.
6. A student granted unconditional leave must resume study immediately after the end of an approved leave; not enrolling will result in automatic program dismissal.
7. A student holding a scholarship, assistantship, or any other paid position within the college granted unconditional leave forfeits their award during their leave and after they resume their studies.
8. A student may petition their program director in writing for a reentry exemption if they have been absent for longer than the approved leave period; the program director may require the student to reapply in order to resume study. Decisions to allow this reentry exemption are subject to graduate program director approval.

To be completed by the graduate student requesting unconditional leave:

First Name: _____

Last Name: _____

MyColumbia ID/OASIS #: _____

Degree Program: _____

Initial leave semester/year: _____

Number of semesters of requested leave: _____

Semester/year of return: _____

In fewer than 500 words, please explain why you are seeking an unconditional leave of absence:

If relevant, you may upload supporting documents.

Student Agreement

Your leave request will be reviewed only if you agree to and sign the following:

- I have carefully reviewed Columbia's [graduate leave of absence policy](#).
- I have spoken with a representative in the [Columbia Central](#) office regarding potential financial impact of a leave.
- (If I am an international student)** I have spoken with a representative in the [International Student and Scholar Services](#) office regarding visa issues.

Student Signature and Date

II. Graduate Program Director Unconditional Leave Decision

(To be completed by the graduate program director.)

First and last name of the student requesting leave: _____

Student MyColumbia ID/OASIS #: _____

Degree Program: _____

Semester/year student must resume studies: _____

I approve the unconditional leave request

I **do not** approve the unconditional leave request

In fewer than 100 words, 1) explain why you approve or disapprove the unconditional leave request and 2) detail any special requirements, stipulations, or other concerns.

Graduate Program Director Signature/Date