



## Request for Leave of Absence From Study Form

Form is due one week before the commencement of the Fall/Spring semester

Student Name:

QU ID:

Phone Number:

Email:

Department:

Request Period for Absence:

From:

To:

:Please provide detailed reason for the request of leave of absence

A graduate student may request leave of absence for reasons including but not limited to:

**Health leave:** A graduate student who confronts a health problem that significantly hinders his/her ability to pursue his/her studies is eligible for leave of absence for health reasons. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from a medical care provider. A leave of absence for health reason is normally limited to 12 months.

**Research leave:** A graduate student who undertakes a research and study assignment complementary to his/her program of study with a partner institute is eligible for leave of absence. The student is eligible to transfer up to 9 credit hours taken during the leave at the partner institute. Thesis credit hours at the partner institute are not transferable to QU. A leave of absence for research reasons is limited to 12 months.

**Personal leave:** A graduate student who faces circumstances that significantly hampers his/her ability to study may be eligible for personal leave. A leave of absence for personal reasons is limited to 12 months.

Student Signature

Date

### APPROVALS

Advisor

Date

Associate Dean for Research and Graduate Studies

Date

Associate Vice President for Graduate Studies

Date

CC: Office of Registration, Office of Graduate Studies