

LEAVE OF ABSENCE REQUEST FORM

Please complete this form to request a Leave of Absence, and return it to the Dean of Students Office at the Divinity School or by email: divinitydos@uchicago.edu. If you are planning a leave of absence related to a medical need or parenthood, please submit a Medical/Parental Leave of Absence Form instead.

A leave of absence (LOA) is a formal status for students to suspend work towards a degree but who expect to resume studies. Students on leave are not charged tuition or assessed the Graduate Student Services Fee. As a result, students are not eligible to register for classes or use University facilities (e.g. libraries, athletic facilities, Student Health Services, etc.). Access to athletic facilities and library borrowing privileges are available for a fee. Taking leave has implications for federal student loan eligibility and repayment. Please consult the Graduate Student Financial Aid Office to understand these implications.

If a student on personal leave does not resume studies at the conclusion of an approved period of leave, the student will be administratively withdrawn from the University. Students requesting military leave should include a copy of their orders with the request.

Types of Leave:

- Personal Leave of Absence (may be granted for any reasons)
- Military Service Leave of Absence (fulfillment of service in the armed forces, domestic or international)
- Curricular Leave of Absence (PhD students only; leave to fulfill requirements of another degree that is integral to the student's research agenda)

Name of Student: _____ UCID: _____

Address while on Leave: _____

Email: _____

Leave Start Quarter: _____ Anticipated Return Quarter: _____

Type of Leave of Absence (circle one): Personal Leave Military Service Curricular Leave

Student Signature: _____ Date: _____

DOS Signature: _____ Date: _____

Approved

Not Approved

**Last Updated,
APR 2020**