

**Brandeis University**

Graduate School of Arts and Sciences

Fill out form, obtain your Program Chair's signature, and return to GSAS (MS 031) prior to final day of registration of the term which the change is requested.

***Request for Leave of Absence Form***

<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	<b>Program</b>
<b>SAGE ID #</b>	<b>Citizenship</b>	<b>Degree</b>	

**Important: Students may petition for a leave of absence. The petition must have the approval of the chair of the program and the Graduate School. Leaves of absence up to one year will normally be granted to students in good standing who present compelling personal reasons. Note that students who are on a leave of absence are not eligible to purchase student health insurance, use gym facilities, purchase a parking sticker, or receive student loans or student loan deferments. Students on Continuation are not normally eligible for leaves, except for reasons of health. If this is a Medical Leave of Absence, a note from a doctor stating his/her opinion should be attached and the student must contact GSAS about the proper steps for requesting this type of leave. Students should also contact the GSAS if they have more specific questions regarding this category.**

Please indicate below the term, type, and reason(s) for the change you are requesting (be as specific as possible). Attach additional sheets if necessary.

**Term:****Duration:****Expected Term of Return:****Reason(s) for requested change of status (if withdrawing, please explain why):**

<b>Student Signature</b>	<b>Date</b>
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Stipulations for return from Leave of Absence? \_\_\_ Yes \_\_\_ No  
 If yes, please explain them here:

DGS or Program Chair's Signature

GSAS Signature