

## VOLUNTARY LEAVE OF ABSENCE REQUEST: Graduate

### M.Arch., M.R.P., and M.F.A. ONLY

College of Architecture, Art, and Planning

Cornell University

#### LEAVE OF ABSENCE POLICY AND INSTRUCTIONS

This form should be used to request a voluntary leave of absence. If you are seeking a health leave of absence, please do not fill out this form. Health leave information is available online at [www.gannett.cornell.edu/HLOA.html](http://www.gannett.cornell.edu/HLOA.html) or by calling (607) 255-5155.

#### **Voluntary Leaves**

1. Students requesting a voluntary leave of absence should submit a Voluntary Leave of Absence Request form to the graduate field committee. The form should explain the reason for the leave and include an academic plan outlining how all remaining degree requirements will be satisfied. The student's academic status is subject to review at the time of the leave and upon the student's return. While on leave, the student may not attend classes at Cornell through the School of Continuing Education and Summer Sessions. In addition, students on a voluntary leave of absence are not eligible for privileges afforded to full-time registered students, including housing, dining, library, and transit privileges.

**M.Arch. ONLY** - Leaves will be granted at the discretion of the M.Arch. Committee. Leaves granted through term five will be granted for a minimum of one year in length. At the end of the leave, the student must either request to return from leave or request to renew the leave. A leave of absence may be renewed up to two times. After three years, a leave will convert to a withdrawal from the program.

**M.R.P. and M.F.A. ONLY** - Leaves will be granted at the discretion of the M.R.P. Committee. Leaves will be granted for a minimum of one-year in length. At the end of the leave, the student must either request to return from leave or request to renew the leave. A leave of absence may be renewed up to two times. After three years, a leave will convert to a withdrawal from the program. Once withdrawn, a student wishing to return to study must re-apply for admission.

2. **Return from a voluntary leave of absence** is at the discretion of the graduate field committee, and funding is not guaranteed. Requests for spring-semester return must be made by October 1, and requests for fall-semester return must be made by March 1. Failure to return from leave or renew a leave at the end of the one year term will result in withdrawal from the program. Once withdrawn, a student wishing to return to study must reapply for admission. Students wishing to return to the program must complete a [Request to Return from a Leave of Absence form](#).

#### **Non-Registered Status**

Students on a leave of absence are not registered with the university. Therefore, they are not eligible for privileges afforded to full-time registered students, including housing, dining, library, student employment, and transportation services. Unauthorized, unregistered persons who use university services and attend classes have the potential to displace properly registered students, use university resources inappropriately, and jeopardize the security of the campus. The university reserves the right to require such persons to leave the university premises. The university does not permit retroactive registration and does not record courses or grades for unregistered persons. Unregistered persons are not eligible for student employment through the university. However, students are eligible to enroll in the Student Health Insurance Plan (SHIP) for a period of up to 12 months by contacting the Student Insurance Office at (607) 255-6363. Upon registration after a personal leave of absence, **a student is not guaranteed continuation of the financial aid package offered at the time of original admission to the Graduate School.**

U.S. government regulations require that a student holding a non-immigrant visa who takes a personal leave of absence must either (1) leave the U.S. within 15 days or (2) apply for optional practical training before the effective leave of absence date. Before leaving Cornell, such a student taking a leave of absence should contact the [International Students and Scholars Office](#) for information on maintaining visa eligibility for re-entering the United States.

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**STUDENT INFORMATION**

Last Name:  Cornell ID #:

First Name:  Net ID:

Program:  Alt. Email:

Are you here on a student visa?:  Yes  No \* If yes, ISSO must review and sign below.

**LEAVE REQUEST**

I am requesting a leave of absence to be effective from  to  . Last date of attendance:

Reason for Leave: (Please attach a semester-by-semester academic plan outlining how all remaining degree requirements will be satisfied.)

Student Signature:  Date:

Special Committee Chair approval (M.R.P. only):  Date:

**\* INTERNATIONAL STUDENTS ONLY**

International students are required to contact the International Students and Scholars Office (ISSO) and acquire a signature.

ISSO Signature:  Date:

**DEPARTMENT USE ONLY**

(submit to your academic department)

**Financial Support Status:**

Awards: \$   Scholarship: \$

Teaching Assistantship: \$   Fellowship: \$

Did not receive Cornell University Funding this semester.

Department Signature:  Date:

Committee approval (M. Arch. only):  Date:

Graduate Field Assistant (M.R.P. only):  Date:

Director of Graduate Studies (M.R.P. only):  Date:

**OFFICE USE ONLY**

Admissions and Academic Services approval:  Effective Date of Leave:

- |                                          |                                                                 |                                                 |
|------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> PS Term History | <input type="checkbox"/> PS Program/Plan                        | <input type="checkbox"/> PS Tuition Calculation |
| <input type="checkbox"/> FileMaker       | <input type="checkbox"/> Copy to Student                        | <input type="checkbox"/> Copy to Department     |
| <input type="checkbox"/> Update Listerv  | <input type="checkbox"/> Funding in PS: \$ <input type="text"/> |                                                 |

Date Processed: