



Leave of Absence

Students may request and departments may grant a leave of absence from a graduate program. Time used during a leave of absence does not count towards time to degree limit.

Research & Graduate Studies
Strong Hall, Room 213
1450 Jayhawk Boulevard
Lawrence, KS 66045-7535
Telephone: (785) 864-8040
Fax: (785) 864-7209
www.graduate.ku.edu

To: _____ From: _____

Student Name: _____ Student ID: _____

Current Plan: _____ Admit Term: _____

Is student currently in good standing? Yes No

Time of absence granted from _____ to _____

Leave of absence cannot exceed one academic year.

Student written request attached (to be filed at division) Yes No

International Student: Yes No

If international student, graduate division must provide copy of this form to International Student & Scholar Services (ISSS)

Comments:

Department Signature

Signature: _____ Date: _____

Departmental authorization: Department Chairperson / Director of Graduate Studies

School/College Approval

Signature: _____ Date: _____

Title: _____

Division authorization: School/College Dean Representative

Routing of form: Department → School/College → Registrar
→ ISSS (if International student)