

REQUEST FOR LEAVE OF ABSENCE

Students who need to interrupt their course of studies, but who expect to return at some future time, must file a Request for Leave of Absence. Such leaves are normally granted for a maximum of 2 semesters. Sympathetic consideration will be given to a request by a student returning from an official leave, who wishes to continue a course of study under the requirements in force at the time the leave was granted. Leaves of absence, except for the purpose of government service, do not extend the time limits set for completion of degree requirements. See Program Handbook for updated policy.

Please note: A student who neither registers for courses nor secures an official leave of absence for any semester will be considered as having withdrawn from the School. A student who withdraws and then wishes to resume studies is required to apply for readmission.

All requests should be emailed to bioethics@montefiore.org, for both filing and distribution to appropriate administration.

STUDENT AND ADVISOR INFORMATION		
Name: _____		
First	Middle	Last
Banner ID #: _____		Academic Term: _____

Program of enrollment: Masters Program Certificate Program

Student Status: Full-time Part-time

Kind of Leave (check one): Academic Medical Personal/Family

Anticipated Begin Date of Leave: Fall 20 Spring 20

Anticipated Date of Return: Fall 20 Spring 20

Further Student Comments (including concise explanation of reasons for requesting leave):

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Office of the Registrar Use Only

Entered by: _____ Date: _____