

Petition for Leave of Absence

NOTE: This form must be completed and submitted to the Registrar's Office prior to the end of the bimester for which the leave is granted. Failure to do so will result in an assessment fee when the student applies for readmission to GIAL. **Students returning from an approved Leave of Absence are still required to submit the Application for Readmission.**

Student's Name: _____

Start Date of Leave of Absence: _____

Bimester to Return after Leave of Absence: _____

Degree Program: _____

Major Concentration: _____

_____ Thesis in Progress (Petition must be signed by Thesis Committee Chairperson)

Thesis Committee Chairperson's Name: _____

Thesis Committee Chairperson's Signature: _____

OR

_____ Other (Petition must be signed by Graduate Adviser)

Graduate Adviser's Name: _____

Graduate Adviser's Signature: _____

(Date)

(Signature of Student)

Decision of the Dean of Academic Affairs: Approve Deny

Signature of Dean of Academic Affairs: _____ Date: _____

Once completed, please submit this form to:
Registrar's Office
Graduate Institute of Applied Linguistics
Retain a copy of this form for your files.

Leave of Absence

Degree-seeking students who have an *Intended Plan of Study* on file and who are planning not to take classes for more than one bimester must file a *Petition for Leave of Absence* for a leave of up to six bimesters. A student may petition for one extension of an additional two bimesters if needed.

If the student has not commenced work on a thesis, the request for a leave must be approved by their Graduate Advisor and the Dean of Academic Affairs. If the student has commenced work on a thesis, the request for a leave must be petitioned by the Thesis Committee Chairperson to the Dean of Academic Affairs and will be approved only in rare and unusual circumstances. A student on a leave of absence may re-enter the degree program by filing an *Application for Readmission*. No readmission fee is required to return from an approved leave of absence.

A student on leave is not entitled to receive advice from a member of the faculty or to use GIAL facilities. A leave of absence does not alter the time limits for degree or coursework completion.

If a student fails to register for the next bimester and has not been granted a leave of absence, upon returning to GIAL that student must apply to be readmitted to the degree program and pay a readmission application fee. The *Application for Readmission* will be reviewed by GIAL, which may choose to readmit or deny readmission.