

# MARQUETTE UNIVERSITY GRADUATE SCHOOL

## Request for Leave of Absence

This form is to be used by graduate students requesting a leave of absence from their graduate studies. Students are urged to be extremely cautious in requesting a leave of absence. **During the leave period, students do not have enrollment status for purposes of health insurance, loan deferment or access to campus libraries and computer services.** The time taken during an approved leave of absence will not be included as part of the six years students have to complete their master's or doctoral program. If you have received loans that are being deferred, you will lose your deferment status while on leave. There is no guarantee that a request will be granted. If you want to be considered for tuition scholarships or graduate assistantships upon your return, it is your responsibility to apply for financial aid by the appropriate competition deadline. **Original signatures are required.**

### Student Information

Name: _____	MUID: _____
Program / Department: _____	Degree: _____
Adviser: _____	
Dates requested for leave of absence: From: _____ To: _____	
I am currently receiving an assistantship / scholarship / fellowship from Marquette University's Graduate School: Yes No	
Student Signature: _____	Date: _____

Please use the space below to explain why a Leave of Absence is being requested:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	_____
Adviser Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	_____
Director of Graduate Studies or Chair Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	_____
Graduate School Signature	Date