

**PORTLAND STATE UNIVERSITY
Graduate School of Education**

REQUEST FOR LEAVE OF ABSENCE FROM DOCTORAL STUDY

In order to assure continuation in the program, a student who must interrupt study should submit a request for leave of absence on this form at the beginning of the term for which leave is being requested.

LEAVE OF ABSENCE

A student admitted to a graduate program may petition for a leave of absence for one calendar year. Leave of absence status assures the student a continuation of admission in the program during the period of the leave of absence. Application for a leave of absence, endorsed by the major Advisor and Doctoral Program Coordinator, must be filed in the office of Graduate Studies and Research not later than the last day to register for classes in the term in which the application is made. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at Portland State University.

A student may petition for a second leave of absence from a graduate program, but approval is required from the Doctoral Program Coordinator. The Office of Graduate Studies will confirm or deny the Coordinator's suggestion.

Last Name First MI PSU ID

Permanent Home Address City State Zip

Effective Term of Leave of Absence: _____

Please give your reason for requesting leave of absence:

Do you plan to return to Portland State University? Yes _____ No _____

If so, when? Term: _____ Year: _____ Unsure _____

Have you taken any other leaves of absence from the program? Yes _____ No _____

If yes, what term/s and year/s? _____

Student Signature Date Approved: _____, Advisor Date

Janine M. Allen Date
Doctoral Program Coordinator

Return to: Doctoral Program Assistant
PSU Grad School of Education
PO Box 751
Portland OR 97201-0751

Copies: Student
 Major Advisor
 Office of Grad Studies (OGS)
 Doctoral File