

Leave of Absence Request Form

All students who need to pause their studies must apply for a formal Leave of Absence (LOA). Students who do not re-enroll within their requested timeframe or submit a request to extend their LOA (if not returning) must reapply to the school. Leave of absence requests are generally approved for one to two semesters with a maximum of four semesters. To return from leave, a student must request to return by November 1 for the spring term and by June 1 for the fall term. The full policy on Leave of Absence, including types of leave, supplemental materials needed for requesting leave, and returning from leave is available in the [Student Handbook](#).

Personal Information

Student Name	UNI
Academic Department	Degree
Email	
Are you a federal aid recipient? <input type="radio"/> Yes <input type="radio"/> No	Are you a Veteran? <input type="radio"/> Yes <input type="radio"/> No
Are you an international student on a student visa? <input type="radio"/> Yes <input type="radio"/> No	
Are you enrolled in Columbia Health Insurance Plan? <input type="radio"/> Yes <input type="radio"/> No	
Are you a Columbia University employee? <input type="radio"/> Yes <input type="radio"/> No	
Do you live in on-campus housing? <input type="radio"/> Yes <input type="radio"/> No	
Last semester of attendance:	Last date of class attendance:
Date form was submitted:	Expected semester of return:

Type of Leave Requesting

Voluntary Leave - A voluntary leave from the University is granted to students who wish to take time away from studies for a variety of reasons. A voluntary leave can be granted for a minimum of one term and a maximum of one year.

Change in professional goals/interests

Employment/new job

Health/well-being/family

Financial difficulty

Travel plans

Family responsibilities

Medical Leave - Students who must interrupt study temporarily because of illness or injury may take a medical leave of absence, contingent upon the submission of documentation from a health-care professional confirming that the student is unable to engage in study. A medical leave can be granted for a minimum of one term and a maximum of two years for MPH students.

Military Leave - Any student who is a member of a reserve component of armed forces and is called or ordered to active duty will be granted a military leave of absence for this period and for one year thereafter.

By signing below, all parties acknowledge a full understanding of and agreement to the above and the entire Leave of Absence policy found in the [Student Handbook](#). All parties will retain a signed copy of the agreement for their records.

Student Signature

Date

Department Signature

Date

Enrollment Management Signature

Date

Columbia University
Mailman School of Public Health
722 West 168th Street
New York, NY 10032