

REQUEST FOR LEAVE OF ABSENCE FROM GRADUATE STUDIES

For graduate students who wish to pause their current graduate program of studies effective with the next academic term (or other future term as specified). If you need to take a Leave of Absence or Withdraw for medical reasons from the current semester, contact the Registrar's Office at 717-871-5005 for more information.
When ready to return, student must submit request for extension form and may need to reapply for admission to program.

STUDENT: Fill out the following fields and forward to adulthoodlearning@millersville.edu.

STUDENT NAME: _____ STUDENT ID#: _____

EMAIL: _____ PROGRAM: _____

Advisor name: _____

LAST TERM OF ATTENDANCE: _____ ***Your leave of absence will go into effect the following term.**

Are you currently enrolled in any future term classes? NO ____ YES ____ Details: _____

When you are ready return to finish your graduate studies at Millersville, request readmission by filling out the Request for Program Extension form found on [GSAL Student Forms](#) webpage. If too much time has expired since your initial admission to your graduate program, you may be required to reapply to the program. Program requirements may change.

Today's Date: _____ Student's Signature: _____

Comments (OPTIONAL. You may include any relevant information or expected timeline for return)

Please forward this form to AdultLearning@millersville.edu

Adult Learning will send DocuSign for advisor signature, and then route to Registrar's office to update student record.

ADVISOR Acknowledgement:

Advisor's signature: _____ Date: _____

Comments: _____

REGISTRAR:

Banner update made: _____ (date)

Comments:

Copies will be sent to student and advisor.