

Leave of Absence Information Sheet for Graduate Students

Student Services Center
Tressider Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Office of the University Registrar
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

General Information

A leave of absence is required for any term of the Academic Year (Summer terms excluded) for which a student does not wish to enroll in classes. For students with multiple degree programs or majors, note that leaves of absence are only granted for all programs and majors. Leaves will not be granted for more than one year at a time. A leave of absence from your program may not exceed a cumulative total of two years. See the Stanford Bulletin for additional information.

Deadline

- **Before a given quarter:** to ensure a full refund, submit a fully completed and properly endorsed leave of absence form before the first week of classes.
- **During a given quarter:** students who wish to drop all courses for which they are registered must submit a leave of absence form to the Student Services Center before the Final Study List deadline (the end of the third week of classes). All courses for that term are dropped from your record by the Student Services Center. Access does not allow students to drop all courses themselves.

Refunds are processed on a per diem basis. See the Leave of Absence form for information on a partial refund, if applicable. Submitting a Leave of Absence form after the Final Study List deadline results in 'W' notations on the transcript for all registered courses.

After the term withdrawal refund deadline (60% of the quarter), a leave of absence is granted only for approved health or emergency reasons with supporting documentation. See the Leave of Absence form for deadlines.

Impact

Students should review all possible ramifications of taking a leave of absence. Students are encouraged to check with all other appropriate University offices (e.g., Housing Assignments, Financial Aid, Student Financial Services, Bechtel International Center, Vaden Health Center) to determine how taking a leave of absence impacts their status with these offices. Students on leave of absence are not registered and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

Graduate Student Procedures

1. Obtain the Leave of Absence form from the Registrar's Office web site (<http://studentaffairs.stanford.edu/registrar/forms>).
2. Discuss plans and obtain signature from your major department chair, Director of Graduate Studies, or school dean.
3. **International students** must discuss plans and obtain a signature from the Bechtel International Center.
4. Submit completed and signed Leave of Absence form to the Student Services Center.

Note: Graduate students may not take a leave of absence during their first quarter of enrollment.

Additional Information: Returning or Extending a Leave

A student who plans to return to Stanford on a different term than that indicated on the Leave of Absence form must submit additional forms:

- A Returning Students Request to Register form must be completed by a student returning sooner than the term indicated on the Leave of Absence form.
- A Leave of Absence form must be completed (with the extension portion of the form filled out) by a student who wishes to extend an initial leave of absence.
- An Application for Reinstatement to Graduate Study form must be submitted by a student who did not submit a Leave of Absence form and was discontinued for no enrollment. Both an application fee and a reinstatement fee apply.

Leave of Absence Information Sheet for Graduate Students: Contact Information

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<p>Student Services Center Tressider Memorial Union 2nd Floor Monday - Friday 9 a.m. - 5 p.m. http://helpsu.stanford.edu/?pcat=ssc</p>	<p>Bechtel International Center 584 Capistrano Way Stanford, CA 94309 650.723.1831 (phone) 650.725.0886 (fax) http://icenter.stanford.edu</p>
<p>Financial Aid Office 355 Galvez Street Stanford, CA 94305 financialaid@stanford.edu 650.723.3058 (phone) 650.725.0540 (fax) http://www.stanford.edu/dept/finaid</p>	<p>Vaden Health Center 866 Campus Drive Stanford, CA 94305-8580 650.498.2336 (phone) http://vaden.stanford.edu</p>
<p>Graduate Life Office Graduate Community Center 859 Escondido Road Stanford, CA 94305-7140 650.723.1171 (phone) 650 723.0827 (fax) http://www.stanford.edu/group/glo</p>	<p>Housing Assignment Services 630 Serra Street, Suite 110 Stanford, CA 94305-6034 housingassignments@lists.stanford.edu 650.725.2810 (phone) 650.736.1297 (fax) http://housing.stanford.edu</p>