

Request for Leave of Absence

Directions: Students wishing to apply for a leave of absence must complete this form and submit the original to the PhD Office for approval/signature by the director of the PhD program. The final decision will be submitted to the Graduate School. Note:

- Leaves of absence are granted on a semester basis, with a maximum allowable time of one year
- A student failing to re-enroll after the end of the approved leave will be dismissed from the program.
- The granting of a leave of absence does not prolong maximum time available for completion of degree requirements

Name: _____

Status: _____ pre-candidacy _____ doctoral candidate

Inclusive dates of requested leave of absence:

Start Date: _____ End Date: _____

Reason for requested leave of absence:

Decision: _____ Approve _____ Disapprove

Signature of Student

Date

Signature of Faculty Adviser

Date

Signature of Director of PhD Program

Date



SCHOOL OF NURSING
Ph.D. IN NURSING SCIENCE PROGRAM
VANDERBILT UNIVERSITY

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For PhD Office Use Only:
Rev. Date: August 2013
I:/Data/ PhD Program/ Forms/
Handbook Forms/Request for
Leave of Absence
Copies To: Student
Notebook/Faculty
Advisor/Graduate School