



**DUKE**  
THE GRADUATE SCHOOL

## Request for Leave of Absence

A leave of absence requires that you:

- are in good academic standing
- have a zero balance on your Bursar's account
- have completed at least one term in your degree program
- have not already had two semesters of leave (the maximum allowed during graduate studies)
- have this request approved by your DGS and the Academic Dean of The Graduate School

Semesters on leaves of absence still count towards the time limits associated with prelims, graduation and other academic deadlines (i.e., the clock is still ticking.) If you are an international student, please review this website before you submit your request: <https://visaservices.duke.edu/>

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Name of student	Email	Department	Student ID
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Reason(s) you are requesting a Leave of Absence, whether it is for **personal** or **medical** reasons, including the specific semesters(s) and year(s) you are requesting:

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Student signature	Date
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DGS (printed name)	Signature to approve request	Date
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Graduate Academic Dean for approval of this request	Date
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Please notify the Graduate School and your department, in writing, of your intention to return at least 30 days before the start of your return term. If you don't, you may be withdrawn from The Graduate School.

Please save this completed form as a pdf and email it to [grad-academics@duke.edu](mailto:grad-academics@duke.edu) for the Academic Dean's review