

Office of the Registrar
617-559-8642 (phone)
registrar@hebrewcollege.edu

PETITION FOR LEAVE OF ABSENCE

Matriculated students are required to be enrolled each semester until they receive their degree, although they may take an approved Leave of Absence for up to two semesters during their degree program.

Students wishing to take a Leave of Absence are required to speak with of their academic adviser or the Dean of their program.

Please note: Taking a leave may change any financial aid you have been awarded for the year. Please speak to the Director of Financial Aid if you have any questions.

Leave of Absence -- FEE REQUIRED: \$120 per Academic Year

Matriculated student must be in good standing and requesting a leave for personal, professional or other legitimate reasons before all their degree coursework has been completed. Students may not take more than one year in total Leaves of Absence during their degree program. Fee is required when status changes from enrolled to Leave of Absence, applicable for students requesting either year-long or semester-long leave.

Leave of Absence for Medical Reasons -- NO FEE REQUIRED

Please include a letter from your physician.

Thesis/Paper Writing Status -- FEE REQUIRED: \$120 per Academic Year

Thesis/paper writing status is appropriate when all coursework is completed, including the Graduate Research Seminar, and the matriculating student is engaged in an approved writing project (thesis). Fee is required when status changes from enrolled to Leave of Absence, applicable for students requesting either year-long or semester-long leave.

Continuation of Candidacy -- NO FEE REQUIRED

Continuation of candidacy is appropriate when the matriculating student has completed all of the coursework for a degree including thesis and is awaiting the next commencement.

Date _____ Student ID # _____

Name (last, first, MI) _____

I will be taking Leave for the following semester(s): Fall Spring (*check ALL that apply*)

Degree Program: _____

Type of leave: Leave of Absence (Requires \$120 fee per Academic Year)
 Thesis/Paper Writing Status (Requires \$120 fee per Academic Year)
 Continuation of Candidacy (No fee required)
 Leave of Absence for Medical Reasons: Physician's letter required. (No fee required)

I have spoken with a dean or faculty advisor about taking a leave of absence.

Name of dean or faculty advisor _____

Student's Signature: _____

PAYMENT: You may pay by check or credit card (*There is a 4% processing fee for credit card payments*).

- I am mailing a check. (Check payable to HEBREW COLLEGE in US Dollars)
 I am paying by credit card: MasterCard Visa Card