

**THE UNIVERSITY OF CHICAGO
THE DIVISION OF THE BIOLOGICAL SCIENCES**

**PETITION FOR PROGRAM LEAVE OF ABSENCE
(For students in Scholastic or Research Residence)**

This form is to be used when a student fails to maintain satisfactory progress and the program determines that a Leave of Absence from degree study for one or more quarters of an academic year is in the student's best interest. A Leave of Absence cannot be extended beyond one calendar year.

To Be Completed by the Student

First Middle Last

Address City, State, Zip Phone

Division/School _____ Department/Program _____

The program I petition to be granted a leave of absence from the _____ Quarter _____ Year through _____ Quarter _____ Year.

My reasons are _____

Signature _____

TO BE COMPLETED BY THE DEPARTMENT

This student is on leave from the PhD program in _____
Entering Quarter _____ Year _____ Effective date of leave of absence: _____

Note: In order to better understand and meet students' needs and concerns, please let us know of the reason(s) for your decision by filling out the space below. Any statement you make will be strictly confidential. We appreciate your help in this matter and wish you all the best in your future career.

Reason for Leave of Absence: _____

I UNDERSTAND AND ACCEPT THE CONDITIONS FOR MY REQUESTED CHANGE OF STATUS AS DESCRIBED ON THE REVERSE SIDE OF THIS FORM, AND I AGREE TO KEEP MY DEAN OF STUDENTS INFORMED OF ANY CHANGES IN MY ADDRESS OR STATUS.

Signature: _____ Date: _____

_____ Recommended _____ Not Recommended

Signature: _____ Date: _____
Chairman

Signature: _____ Date: _____
Area Dean of Students

Signature: _____ Date: _____
Graduate Affairs

OFFICE USE: ID-NO _____ STATUS _____
Copies: Student and Area Dean of Students

CHANGE OF STATUS INFORMATION

1. PRO-FORMA STATUS: This status is for one academic year at a time. Summer need not be included as a registration. Applications for extensions of pro-forma registration must include evidence of satisfactory use of the time away from the University and evidence that further time is necessary for the completion of the work. To be eligible for pro-forma status you must be engaged in necessary study or research that cannot be completed in Chicago and you must be residing at least 100 miles from Chicago. You may not be employed for more than 12 hours per week. You may not make use of the resources of the University, including faculty time, other than for routine progress reports. Eight quarters is the maximum pro-forma enrollment allowed. Pro-forma tuition charge for the 2005-2006 academic year is \$144 per quarter.
2. LEAVE OF ABSENCE: A Leave of Absence will be granted if circumstances beyond your control make continuation of work toward your degree impossible. A Leave of Absence must be renewed annually.
3. WITHDRAWAL: A student who withdraws from a Ph.D. program must reapply for admission if he or she wishes to resume studies at any time in the future. If you do resume studies you may be liable for tuition for the period you were away.

NOTE

If you have loans, any change of status could affect your repayment or borrowing status. For your protection, you should arrange an interview with the Graduate Financial Aid Office when you change your residence status. Please call 702-6062 to make an appointment.

Furthermore, if you have borrowed money at any time during your stay at the University of Chicago, you are required by Federal law to have an "exit interview" with a loan officer. Please call the Loan Center at 702-6061 to schedule an interview. Failure to have an exit interview will result in the restriction of your records.