

Form # 7: Leave of Absence (LOA) Request

Name: _____

UNI: _____

Date: _____

LEAVE OF ABSENCE

In some cases, students currently enrolled at SIPA see fit to take a leave of absence for a limited period of time. A leave of absence is usually requested for one semester or for an academic year. With approval, a leave of absence can be extended for a second academic year. Leaves of absence are not approved beyond two academic years and students who do not return within the approved time frame may be required to re-apply to the MPA/MIA program.

Most common reasons for requesting a LOA:

1. To attend a professional or academic program not in the Columbia University system;
2. To attend another professional or academic program at Columbia University (*example: joint MIA/MBA*)
3. To extend a summer internship.
4. To pursue a job opportunity.
5. Health reasons.
6. Personal emergencies.
7. Financial difficulties.

NB: students on a leave of absence are subject to policies in place at the time of admission

STUDENT INFORMATION:

Local Address: _____ Phone: _____

Permanent Address: _____ Phone: _____

Program: MIA MPA Concentration _____

First term at SIPA: Fall Spring 20_____

LOA REQUESTED FOR: Fall 20 _____ Anticipated date of return:

 Spring 20 _____ _____ 20 _____

 Summer 20 _____

REASON FOR LEAVE OF ABSENCE:

For Office Use Only

APPROVED **DECLINED**

Please state reason:

Dean's signature: _____ Date: _____