Request for Leave of Absence from Doctoral Study

Engineering and Technology Management Department

Doctoral students in the Engineering and Technology Management department must enroll in at least one credit per term throughout the PhD program (except during Summer terms). However, occasionally situations arise when students must put their doctoral programs on hold for a short period, due to health, family, or other reasons. When this happens, students may petition the department for a leave of absence for up to one calendar year. Leave of Absence status allows the student to remain in the program during the period of the absence.

A Leave of Absence is granted only to doctoral students in good standing and does not constitute a waiver of the time limit for completion of the doctoral degree at Portland State University.

A petition for a leave of absence, already signed by the faculty or PhD Advisor must be received in the ETM office no later than one week before the last day to register for classes in the term in which the leave is desired.

Last _____ First _____ MI _____ PSU ID _____

Address _____ City _____ State _____ Zip _____

Requesting Leave of Absence: FROM: _____ TO: _____

The reason for requesting a leave of absence:

_____

_____

_____

_____ _____

Student's signature Date

I do / do not support the Leave of Absence request because:

_____

_____

_____ _____

Advisor's signature Date

Approved / Denied _____ _____

ETM Department Chair Date

Copies: Student file
Advisor
Office of Grad Studies