

**REQUEST FOR PELP  
MEDICAL, PERSONAL OR PREGNANCY/PARENTAL  
LEAVE OF ABSENCE  
SCHOOL OF LIBERAL ARTS – GRADUATE PROGRAMS**

Medical and Pregnancy/Parental Leaves of Absence must first be approved by the Office of Student Affairs/Case Management before the leave can be approved by the School of Liberal Arts. IF you have not already contacted the Office of Student Affairs/Case Management, please submit the Office of Student Affairs/Case Management on-line request form to request a Medical or Pregnancy/Parental Leave of Absence. Students requesting a Personal Leave need to only complete this form.

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Email (Tulane): \_\_\_\_\_

Email (non-Tulane): \_\_\_\_\_

Address During Leave: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Reason for requesting Leave of Absence:

Medical \_\_\_ Personal \_\_\_ Pregnancy/Parental \_\_\_\_\_

Brief explanation of reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting Leave of Absence beginning on (date of last participation): \_\_\_\_\_

For Medical/Personal Leave request:

I expect to return to Tulane for the beginning of:

Fall semester \_\_\_\_\_ Spring semester \_\_\_\_\_ Summer \_\_\_\_\_ of 20\_\_\_\_

For Pregnancy/Parental Leave request:

I expect to return to full participation in the program on (date): \_\_\_\_\_  
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**For Students Receiving Fellowship,TA/RA stipends:**

For Medical or Personal Leave only: In most situations financial support in the form of a fellowship and/or TA/RA assistantship, if received prior to the leave, will resume upon return from leave although this support is not guaranteed upon return from medical or personal leave. Prior to submission of this request the student should discuss with the Department Chair and Director of Graduate Studies the conditions under which support would be provided and the mechanisms of that support.

*(continued on next page)*

If you are requesting a medical or personal leave and are currently receiving a Fellowship and/or TA/RA assistantship stipend, payment of this current stipend will end on the \_\_\_\_\_ payday.

If the conditions for resumption of stipend are met, Fellowship, TA/RA stipends payments will ONLY resume after the student notifies the department and Dean's Office of their intention to return for the coming semester by: July 1 for fall semester and December 1 for Spring semester. AND if on a Medical Leave after completing the Return from Medical Leave petition process and cleared to return.

For Pregnancy/Parental Leave only: If you are currently receiving a fellowship and/or TA/RA stipend, payment will continue through the term of your approved pregnancy/parental leave for a maximum of 8 weeks.

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IMPACT of a LEAVE on a STUDENT LOAN - Students requesting a leave who have a student loan from current or previous degree should contact the Office of Financial Aid about how a leave will impact your loan status and any actions that need to be taken related to your loan while on a leave of absence.

INTERNATIONAL STUDENTS on a VISA must contact the Office of International Students and Scholars (OISS) prior to the start of their leave to confirm how leave will impact their visa status and if they need to take any further actions related to their visa status.

I have read and agree to the policies and procedures for the applicable Leave of Absence as outlined by the School of Liberal Arts and the University Office of Student Affairs. I have also discussed both academic and financial implications with my graduate advisor and/or Department Chair.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I support the student's request for leave of absence and have discussed both academic issues and implications for financial support:

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Student's Graduate Advisor/Director of Graduate Studies Signature \_\_\_\_\_ Date \_\_\_\_\_

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Department Chair or Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

I approve the student's request for leave of absence:

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Dean/Office of Dean for SLA Graduate Programs \_\_\_\_\_ Date \_\_\_\_\_