



**YALE UNIVERSITY  
GRADUATE SCHOOL OF ARTS AND SCIENCES**

**Change of Status Form**

**To be completed by the student (please save before printing):**

Name: \_\_\_\_\_ SID: \_\_\_\_\_  
*Last First (9 digit #: 9XX-XXX-XXX)*

Department: \_\_\_\_\_ Year of Study (current): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(current) Street City State Zip Code*

Mailing Address: \_\_\_\_\_  
*(Leave/Absentia) Street City State Zip Code*

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

*If requesting a leave or withdrawal, indicate current source of funding. For registration in absentia, indicate source of funding for the period away from campus: UF, UDF, TF, RA, External Support (specify). Confirm with your Registrar.*

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

New Status Requested for:  Fall 20\_\_\_\_  Spring 20\_\_\_\_ or Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

Leave of Absence:  Personal  Medical (Physician Name: \_\_\_\_\_)

Registration in Absentia

Extended Registration  Fall  Spring /  7<sup>th</sup> year  8<sup>th</sup> year

Dissertation Completion Status (International Students: OISS Advisor Signature: \_\_\_\_\_)

Intent to Withdraw (Do you wish to petition for the: M.S./M.A. degree?  Yes  No : M.Phil degree?  Yes  No)

Non-Cumulative Registration

Reason for Request (some statuses require additional information, please see instructions):

**To Be Completed by the Director of Graduate Studies**

Change of Status is recommended:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> program: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by the Assistant/Associate Dean**

Approved:  Yes  No Effective dates or terms: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward completed form to the GSAS Deans Offices, HGS 134 or fax 2-6904, or by email.*

### **Leave of Absence:**

Policies governing a leave of absence (medical, personal, or parental) are described in more detail in the GSAS Programs and Policies handbook. Students are responsible for reviewing these policies to understand the benefits and limitations of the leave status. Normally, medical and personal leaves will be granted only to students who are current with degree requirements. No leave of absence may be extended beyond two years.

**Medical:** On the written recommendation of an appropriate physician *on the staff of the Yale University Health Services* and with the recommendation of your department, the appropriate Associate Dean of the Graduate School will grant a medical leave of absence if you must interrupt your study temporarily because of physical or psychological illness. You may apply for a medical leave at any time after matriculation in the Graduate School. Before returning from a medical leave, you must secure written permission from an appropriate physician *on the staff of the Yale University Health Services*.

**Personal:** A student who wishes or needs to interrupt study temporarily because of personal exigencies may request a personal leave of absence. A student who is current with his or her degree requirements is eligible for a personal leave after satisfactory completion of at least one term of study. Normally, students in Ph.D. programs are not eligible for personal leaves after the fourth year of study. In certain exceptional cases, however, personal leaves may be granted to students beyond the fourth year of study. Personal leaves cannot be granted retroactively and normally will not be approved after the tenth day of a term. Students returning from a personal leave should notify the Graduate School and department 6 weeks prior to the start of the term.

### **Registration in Absentia**

Ph.D. students whose program of study requires full-time dissertation research, full-time field work, or full-time study at another academic institution outside the New Haven area may request to be registered *in absentia*. Forms for requesting registration should be filed with your Associate Dean at least one month before the beginning of the term in which the student expects to be away from New Haven. A student who has not completed the three-year residence requirement will be permitted to register *in absentia* for compelling academic reasons only, and normally only if the student has completed all other pre-dissertation requirements. Students are required to register emergency contact information and travel location through the Office of the University Secretary at [world.yale.edu/travelform](http://world.yale.edu/travelform). A domestic zip code is required for students working in the U.S. who wish to purchase the Out-of-Area non-emergency health insurance.

### **Intent to Withdraw**

Students who wish to petition for a terminal M.A./M.S. degree, or for the M.Phil, must submit a degree petition form. These degrees are not automatically awarded after withdrawal.

### **Extended Registration**

Please note that continuous registration beyond the sixth year is **not required** for submission of the dissertation or award of the Ph.D. Students approved for extended registration will be required to pay the continuing registration fee. In order to be considered for extended registration, please be sure you have submitted the most recent Dissertation Progress Report online at [www.yale.edu/sis/dpr](http://www.yale.edu/sis/dpr). This report should include a detailed plan for completion of the dissertation during the next academic year, as well as attachments demonstrating all progress cited in the report. Mid-year requests should be accompanied by a statement of progress since the last DPR and an updated plan for completion. Petitions for the 8<sup>th</sup> year must be accompanied by a statement describing the serious circumstances beyond the student's control that have prevented completion of the dissertation by the end of the 7<sup>th</sup> year of study.

### **Dissertation Completion Status**

This status is intended for students who are completing dissertations under the supervision of a member of the Graduate School Faculty. Students may request this status for up to four terms, and may not be reinstated as full-time students. The CRF will be charged each term. Students in this status are considered to be part-time, are not subject to employment restrictions, and are not typically eligible to defer student loans. International students must obtain approval from the Office of International Students and Scholars to enroll with this status.

### **Non-Cumulative Registration**

In certain areas of study, it may be necessary for a registered student to acquire an academic skill (typically, knowledge of a foreign language) that is essential for a degree requirement or for research in a particular field and for the overall progress of the dissertation, but is not an inherent part of the dissertation itself. A student in this situation may request up to one year of 'non-cumulative registration'. It is important to note that general study in a field related to or parallel with the topic of the dissertation is *not* appropriate for non-cumulative registration. A student who wishes to have a specific period of study designated as 'non-cumulative' should discuss the reasons for such a period with and secure the approval from his or her associate dean. If prior authorization has been given by the Graduate School, the period of time spent in acquiring the necessary academic skill will not be counted as part of the student's six-year period of candidacy. The Continuous Registration Fee is charged during the period of non-cumulative registration. Non-cumulative registration does not change the four-year full-tuition obligation. The tuition charge and any University Fellowship aid will be postponed if a student registers non-cumulative before the four-year full-tuition obligation has been satisfied.