

Postpone Graduation Request

- This form should be completed once the student knows that their graduation year will be delayed.
- Once part A is approved:
 - Students should discuss all plans for leaves of absence, extended curriculum, or enrolling in additional courses with their academic counselor who will guide them through the needed/ or required steps.
 - A copy of the form should be submitted to the Office of the Registrar. The student's class mailing list subscription will be changed according to the new graduation year.

Student LAST Name: _____ Student FIRST Name: _____
Student ID#: _____ Student current Class: _____

Part A

I would like to request to postpone my graduation from year.....to year for the below reason:

Personal LOA Medical LOA Academic LOA Extended Curriculum (Research)

From Date: _____ until Date: _____

I have passed USMLE Step exams: Step 1 Step 2 CK None

I have attached my current schedule and re-entry plan. I have submitted all the documents pertaining to my plan (Academic LOA, Extended Curriculum).

Faculty Advisor: _____ Date _____

Assoc. Dean for Medical Education/Designee Approval: _____ Date _____

Part B

The student met with me and submitted the below:

Request for LOA Letter of Intent for Research

Academic Counselor: _____ Date _____

Assis Dean for Student Affairs/Designee Approval: _____ Date _____

I understand that not following through with my plan may result in a gap of six weeks or more on my transcript which will be counted as an involuntary leave of absence and reported on my Dean's letter.

Student's Signature: _____ Date _____

