Request for Leave of Absence from Doctoral Study  
Engineering and Technology Management  

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 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.

Student Name: ________________________________
Address: _____________________________________
PSU ID#: __________________________

Requesting Leave of Absence: From: _________________ To: _________________
The reason for requesting a Leave of Absence:
______________________________________________________________________________
______________________________________________________________________________

Student Signature: ____________________________ Date: _____________________

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

Advisor’s Signature: ____________________________ Date: _____________________

FOR DEPARTMENT USE ONLY

Approved / Denied
ETM PhD Program Director
Date

Approved / Denied
ETM Department Chair
Date

Updated 2/26/15
Student File
OGS
Advisor
http://www.pdx.edu/engineering-technology-management/forms