

File: grad school

# YESHIVA UNIVERSITY

AMSTERDAM AVENUE AND 186th STREET  
NEW YORK, N. Y. 10033 • (212) LO 8-8400



November 5, 1964

OFFICE OF THE REGISTRAR

Rabbi Norman Lamm  
131 West 86th Street  
New York, N.Y. 10024

Dear Student:

I am pleased to inform you that approval has been given to your request for a leave of absence for the period of the Fall Semester 1964 with maintenance of status at the Bernard Revel Graduate School.

This leave is subject to the conditions listed on the back of this letter. Please note that this approval of your leave does not in itself give you permission to take courses for credit at another institution during the period of your leave; a request to take courses elsewhere must be submitted separately, as indicated.

Sincerely yours,

*Morris Silverman*

Professor Morris Silverman  
Registrar

cc: Academic Offices  
OSF  
SSS

## LEAVES OF ABSENCE FOR GRADUATE STUDENTS

*Students who are unable to return to school because of illness or other personal reasons, or who wish to study at other institutions, must request a formal leave of absence if they expect to return to the University at some future time. To safeguard educational standards as well as the interests of Yeshiva University, the following rules have been established to govern the granting of leaves:*

- 1) Every student seeking a leave must apply in writing on Form M13G and must receive written approval for the leave. Those who discontinue their studies without such written approval may be denied readmission or permitted to re-enter only on certain conditions.
- 2) Any student obtaining a leave assumes all responsibility if problems of scheduling his courses cause him difficulties in completing his degree requirements.
- 3) In addition to filling out Form M13G, students who wish to take courses at other institutions for transfer to Yeshiva University while on leave must also fill out Form P9G, Request for Outside Courses. If permission is granted it will come separately in writing.

The granting of permission to study elsewhere is a privilege, and the University reserves the right to withhold permission or to revoke permission already granted.

- 4) Students subject to Selective Service are reminded that they are personally responsible for reporting to their Local Board any change in status resulting from withdrawal for any reason, including leave of absence. This report must be made within 10 days after the date on which the withdrawal or leave becomes effective. In such cases, the University is also under obligation to report to the Local Board.

5) Types of leaves:

- a) *Leave with maintenance of registration*, for students who have not completed their course work. The fee for this is \$5 a semester at Bernard Revel Graduate School and Harry Fischel School for Higher Jewish Studies, and \$20 a semester or \$35 a year (when requested at one time) at the other graduate schools. While students on such leave may use the University libraries for reference purposes, they may not take books out, nor may they receive assistance in their studies from members of the faculty.
- b) *Leave with maintenance of status*, for students who have completed their course work and are preparing for examinations or writing dissertations. The fee for this is \$52.50 a semester at the Graduate School of Education, and the same as the fee for leave with maintenance of registration at the other graduate schools. The payment of this fee entitles the student to full use of the University's facilities and libraries, including the borrowing of books, and to consultation with members of the faculty.
- c) *Military leave of absence*, for students entering full-time service in the armed forces. See Form M13aG, "Military Leave of Absence," for details. There is no charge made for such a leave during the period of actual military service. A copy of the student's orders must be attached to the application for leave.

- 6) Payment of these fees gives the student the option of being bound by the degree requirements in effect when he became a Regular student. Except for the purpose of military service, leaves will normally be granted for a maximum of two semesters.

- 7) A Request for Leave must be accompanied by the proper fee. After the request is acted on by the appropriate officials the student will be notified by mail of the action taken. Should the request be denied, the fee will be refunded to the student.

- 8) Leave of absence forms must be filed no later than the last date of late registration for the semester for which the leave is desired.