



Summer Experiential Leave (SEL) Request Form

PhD students within years of funding who do **not** wish to be registered for summer to engage in experiential activities and opportunities away from their program of study *until the start of fall semester** may submit, with permission from their advisor and DGS, a voluntary request to The Graduate School to be unenrolled from summer Continuation. Unenrollment results in cancelation of the summer stipend, tuition, and fees. Student medical insurance coverage is maintained. Summer Experiential Leave (SEL) is **not** noted on a student's transcript and does **not** count against the maximum number of fall/spring Leave of Absence (LOA) semesters permitted (2).

* The standard time-off policy applies for students seeking *short-term* time away (<https://gradschool.duke.edu/policies-forms/duke-graduate-school-student-time-policy/>).

Instructions: Students complete the SEL request form and obtain signatures from their advisor(s) and DGS. The form must be submitted as a pdf to gradacademics@duke.edu on or before **May 1**. The Graduate School will review requests, and, if approved, drop Continuation from the student's summer registration record.

Name of Student: _____ Student ID # (7 digits): _____

Student Duke email address: _____

Department/Program (e.g., ECON-PHD): _____ Year of Study (Y1 – Y5 only): _____

Year for which SEL is being requested (e.g., Summer 2023): _____

Reason for requesting SEL:

I have discussed my request for Summer Experiential Leave with my PhD advisor(s) and Director of Graduate Studies and understand that, if approved, I will be unenrolled from summer Continuation and will not receive summer stipend payments.

Student's Signature: _____

We approve the student's request for Summer Experiential Leave and unenrollment from summer Continuation.

Advisor's Name

Advisor's Signature

Co-advisor's Name

Co-advisor's Signature

Director of Graduate Studies' Name

Director of Graduate Studies' Signature

For TGS Office use Only:

Request Approved

Request Declined

Sr. Associate Dean of Academic Affairs