

MLA SERVICES STATUS REQUEST

Submit to:

Master of Liberal Arts Program

Attn: Michelle Bennett

650-725-4248 Fax

or

michelle.bennett@stanford.edu

Eligibility:

MLA Services Status is designed for Master of Liberal Arts students who are taking a quarter off from courses, but are still considered active in the program. In order to track student progress, assess appropriate tuition, and keep privileges active, any MLA student not enrolling in classes during a particular quarter, and not taking an official Leave of Absence, must submit a MLA Services Status request by the Preliminary Study List deadline of each quarter (dates listed below).

MLA Services Status is not appropriate for students that need to take a leave of absence. A leave of absence is for a student that leaves the University temporarily, neither paying tuition or fees nor receiving any of the privileges, instruction, or services associated with being a registered student. This is generally due to work obligations, family illness or emergency, or financial difficulties. Leaves of absence may be available to MLA students who have been or will be unable to complete the requirement of two MLA courses (eight units) during one academic year. Contact Michelle Bennett or Linda Paulson in the MLA office for more information on leaves of absence.

MLA Services Status may not be used by students during their first year or during the first quarter of their second year

Students enrolling in MLA 398: Thesis in Progress are considered enrolled and do not need to submit a MLA Services Status request (unless they are taking the quarter off).

What MLA Services Status means:

By submitting a MLA Services Status request, you ensure that all your Stanford privileges remain in place. Your ID card remains active, library access continues, and you are expected to pay your quarterly tuition installment.

MLA Services Status is granted for up to one quarter. Students must submit a new MLA Services request for each quarter they are not enrolling in courses.

Form Deadlines 2019-2020:

Autumn: September 23, 2019

Spring: March 30, 2020

Winter: January 6, 2020

Summer: June 22, 2020

MLA SERVICES STATUS REQUEST FORM

Last Name	First Name

Email Address	Stanford Student ID

For:

Autumn 2019-2020 _____

Winter 2019-2020 _____

Spring 2019-2020 _____

Summer 2019-2020 _____

MLA Student Signature

Date

Office use only

Entered in PS Date: _____ By: _____