

Request for Leave of Absence from Graduate Studies

Submit the completed form, with all required signatures, before the first day of classes for the semester in which your leave begins. This form is not required for summer semester.

Completing this form does not drop you from classes. **If you have registered for courses, you must properly withdraw from the university by completing the [Cancellation of Registration / Withdrawing to Zero Credits form](#).** Failure to initiate the withdrawal process may result in failing grades and possible financial obligations.

If you are gone for more than two years, you must reapply to the program and register for one credit for each additional semester you have been gone (not including summers), up to four credits.

Student Name:

Student ID #:

Department/Program:

Degree Sought:

E-mail address during leave:

Begin Leave:

Year:

Return from Leave:

Year:

Reason for Leave and additional comments:

Student Signature

Date

Adviser Signature

Date

Graduate Program Coordinator Signature

Date

Academic Support Specialist Review

Approved by Graduate Dean