

Request for Leave of Absence from Graduate Studies

- This request must be received by the Graduate School prior to the fourth week of the semester in which your leave begins. Forms received after that time will not be processed and you must submit a **Reactivation form** before registering again for courses.
- This form is not required for summer semester.
- Your NDSU email account will remain active during your leave of absence and will continue to be used to communicate with you. Make sure you check this email often.
- Other electronic services will not be available to you during your leave. If you need to use these services, you must be registered for at least one credit.
- 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.
- You may take a Leave of Absence for up to four semesters (fall and spring). If you are absent for more than two years, you must reapply to the Graduate School.

Student

First

Last

ID

Degree

Graduate Program

Begin Leave

Return from leave

Reason for request and additional comments

Do you receive VA Educational Benefits?

Yes

No

Signature

Advisor

Graduate Program Coordinator

Graduate School Processing