

THE GRADUATE SCHOOL

Application for Graduate Student Leave of Absence

Applicant Info

REQUESTS FOR LEAVES OF ABSENCE should be submitted through the student's department or school at least one month prior to the semester for which leave is requested. In no circumstances can a leave of absence for more than one academic year be considered.

Policy from Graduate School Handbook: "A leave of absence is granted only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification."

Last Name: _____ First Name: _____ B#: _____

Address: _____

Degree Sought: _____ Last Date of Attendance: _____

Student Signature: _____

Leave Requested from: _____

Please give detailed justification for requested leave. Use additional sheets if necessary.

Approvals

Recommendation of Department or School Approve Disapprove

Department Chair or Director of Graduate Studies Signature: _____ Date: _____

Comment: _____

Note: International students must send request to International Student and Scholar Services; otherwise, forward to Graduate School

Recommendation of Department or School Approve Disapprove

Director of International Student and Scholar Services: _____ Date: _____

Comment: _____

Action Taken by Graduate School Approve LOA Disapprove LOA Approve Withdrawal _____
(effective date)

Dean or Designee Signature: _____ Date: _____

Comment: _____