

Leave/Return of Absence from a Graduate Program



Students may request a leave of absence from a graduate program.
Time used during a leave of absence does not count towards time to degree limit.
Use this form to begin a leave or to end the leave.

Department: _____ School: _____

Student Name: _____ Student ID: _____

Current Plan: _____ Admit Term: _____

Student Current Address _____

Student Current email address _____

Is student currently in good standing? Yes No

Request for leave

Check here if leave is beginning.

Time of absence granted from _____ (Semester/Year) through _____ (Semester/Year)

Leave of absence cannot exceed one academic year.

International Student: Yes No *If Yes, the School/College must provide copy to International Student & Scholar Services (ISSS)*

Student written request attached (to be filed at School/College) Yes No

Departmental written request attached (to be filed at School/College) Yes No

Comments:

Request to return

Check here if leave is ending. Semester _____ Year _____

If the return date is past one academic year, then the department must complete the permit to re-enroll.

International Student: Yes No *If Yes, the School/College must provide copy to International Student & Scholar Services (ISSS)*

Comments:

Department Signature

Signature: _____ Date: _____

School/College Approval

Signature: _____ Date: _____

[Progress to Degree Forms](#)

Routing of form: Department → School/College → [Registrar](#) 864-4423
+ [ISSS \(if International student\)](#) 864-3617