



Leave of Absence Request

Graduate Students may request a leave of absence for a time period totaling no more than one calendar year. For doctoral students, this can occur before or during candidacy. A leave of absence stops the time-to-degree clock.

Student name:

Student ID:

Student Patriot email address:

Admit Term/Year:

College/School:

Department/Program:

Master's student

Doctoral Student – pre-candidacy

Doctoral Student – in candidacy

Requested length of leave of absence: One semester Two semesters

For which semester(s) are you requesting a leave of absence?

Please indicate the reason for taking this leave of absence. Be as specific as possible. Supporting documentation may be attached.

Student signature:

Date:

Program Coordinator name:

Program Coordinator signature:

Date:

Department Chair name:

Department Chair signature:

Date:

Thesis/Dissertation advisor name:

Not applicable

Thesis/Dissertation advisor signature:

Date:

Graduate School Dean name:

Graduate School Dean Signature:

Date: