

Department of English Request for Leave of Absence

Note: A student in good standing may use this form to petition for a leave of absence for up to one calendar year. If granted, this allows the student to remain in the program during this period. A leave of absence is not automatic, however, and must be approved by the student's Advisor and Program Director. Students must complete the Request for Leave of Absence form and have it signed by their Advisor and Program Director before submitting it to the Graduate Administrator.

Section 1: General Student Information			
Name:		Date:	
E-Mail:		PSU Student ID:	
Address:	City:	State:	Zip:
Program of Study (Please indicate your current program of study from the list below)			
<input type="checkbox"/> Master of Arts in English		<input type="checkbox"/> Master of Arts in Writing: Professional/Technical	
<input type="checkbox"/> Master of Fine Arts in Creative Writing: Fiction		<input type="checkbox"/> Master of Science in Writing: Professional/Technical	
<input type="checkbox"/> Master of Fine Arts in Creative Writing: Nonfiction		<input type="checkbox"/> Master of Arts in Writing: Book Publishing	
<input type="checkbox"/> Master of Fine Arts in Creative Writing: Poetry		<input type="checkbox"/> Master of Science in Writing: Book Publishing	
Section 2: Leave of Absence Agreement			
<p>Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. During a leave of absence, access to University or program facilities and services and use of faculty or staff time is restricted according to policies established by the University and each program. A leave of absence does not constitute a waiver of the time limit for completion of the graduate degree at PSU, nor does it extend the regular one-year limit for completion of a course. A student who fails to submit this form and is not registered for a minimum of 1 graduate credit per term during the regular academic year (fall, winter and spring) will be listed as inactive and may be administratively withdrawn from the program. A student who is granted a leave of absence but does not return to the graduate program within the allotted period also may be administratively withdrawn from the program. Students are responsible for keeping their contact information current with the Department's Graduate Administrator during their leave. A student planning to return from a leave of absence should contact the Graduate Administrator and Advisor at least a term prior to returning to school. Note: This form is a notification to the Department of English only. It is the student's responsibility to confirm with the appropriate University department regarding withdrawal from classes, financial aid, student housing eligibility, international student status or any other action resulting from a period of inactivity at PSU.</p>			
Effective (Term/Year):		Return (Term/Year):	
I have read and understand the Leave of Absence Agreement and agree to return by the term indicated above.			
_____		_____	
<i>Student Signature</i>		<i>Date</i>	
Section 3: Advisor Approval			
_____		_____	
<i>Advisor Name (please print)</i>		<i>Advisor Signature</i>	

		<i>Date</i>	
Section 4: Program Director Approval			
_____		_____	
<i>Program Director Name (please print)</i>		<i>Program Director Signature</i>	

		<i>Date</i>	