

GRADUATE LEAVE OF ABSENCE REQUEST

An admitted graduate student in good academic standing may request a leave of absence. A leave of absence:

- provides a guarantee that a student will be allowed to return to the graduate program at the agreed-upon time;
- exempts the student from the continuous enrollment requirement (applicable only to advanced doctoral students);
- does not constitute a waiver of the time limit for completion of a graduate program nor the one-year limit for completion of a course.

A leave of absence is granted for a specific period of time, up to a maximum of three terms (excluding summer). Students may request a second leave of absence, also for a maximum of three terms. A student with an approved leave of absence cannot:

- register for any coursework;
- engage in any activities that require faculty time or use of University resources.

It is the student's responsibility to drop or withdraw from all courses as well as notify other appropriate offices on campus of their leave status (Financial Aid, etc.).

A completed leave of absence request must be submitted to the Office of Graduate Studies no later than the Friday of the second week of the term for which the leave should take effect. A leave of absence will not be approved retroactively.

Name _____ PSU ID# _____

Email (**PRINT CLEARLY**) _____ Day phone _____

Degree (MS, PhD, etc.) _____ Major _____

Term(s) for which you are requesting leave: _____

Anticipated term you will return to your program: _____

Reason(s) for requesting a leave of absence:

(attach additional pages if necessary; your department may request documentation of extenuating circumstances)

Student signature _____ Date _____

Recommendation:

Approve / Deny (circle one) _____ Date _____

Department Chair or Program Director
original signatures only; no stamps

Graduate Studies approval _____ Date _____

Submit completed form to the Office of Graduate Studies
184 Parkmill, 1633 SW Park Avenue