



LEAVE OF ABSENCE

A Leave of Absence is available to students who are completing course work (excluding thesis, project, or capstone courses) and plan to be inactive for a period of time not to exceed a full calendar year. Submission of this form provides a means for the Graduate Studies Office to track a student's progress and to term activate the student after the period of absence so he/she may register for the upcoming semester. **This form must be submitted one semester prior to the beginning of the Leave of Absence.**

Students who have begun their final requirement and have an in-progress grade ("T") may apply for a Leave of Absence only in the case of extenuating circumstances. In such cases, this form must be accompanied by a letter to the Dean of the College and the Director of Graduate Studies explaining the circumstances. Should leave be granted it will be for a semester at a time.

Date _____

MSUB ID# _____

Graduate Program _____

Student Name: _____
Last First Middle

Address: _____
Street Apt # City ST Zip Code

E-Mail Address _____ Telephone # _____

Indicate the term(s) you are requesting Leave of Absence: Fall _____ Spring _____ Summer _____

Reason for leave:

Student Signature Date

ADVISOR Approve Do Not Approve

Advisor Signature Date

DEPARTMENT/UNIT CHAIR Approve Do Not Approve

Chair Signature Date

REVIEWED BY:

Dean of College

Director of Graduate Studies