



## Request for Leave of Absence

Last Name First Name Middle Initial

KSU # Email

Graduate Program

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**International Students:** Nonimmigrant students and their dependents must maintain an appropriate visa status at all times. Additional information is available from the International Student and Scholar Services Office at KSU.

Are you a U.S. permanent resident?      Yes      No      If so, indicate visa type:  
 Will you remain in the U.S. during this period?      Yes      No      If no, I will depart the U.S. on  
 and return on

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**All Students:** Before requesting a leave of absence, all students are advised to consider the effects of a leave of absence relating to all aspects of your graduate status. It is extremely important to talk with your academic advisor prior to completing the form.

Leave of Absence: indicate the term(s) for which you are requesting a leave of absence (there is a 12-month limit for on request of leave of absence).

- |                     |      |        |        |               |
|---------------------|------|--------|--------|---------------|
| 1. Begin Leave Term | Fall | Spring | Summer | Academic Year |
| 2. Re-enroll Term   | Fall | Spring | Summer | Academic Year |

Extension of Leave of Absence: indicate term(s) for extension of your leave of absence (this is only after your leave extends the 12-month limit)

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|-------------------------------|------|--------|--------|---------------|
| 1. Begin Extension Term       | Fall | Spring | Summer | Academic Year |
| 2. Term you wish to re-enroll | Fall | Spring | Summer | Academic Year |
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**Reason:** Please state your reason or requesting this leave; attached additional pages if necessary



**Student Signature:** *Be signing below, I certify that the information contained on this form is true and accurate. I understand that misrepresentations of this may result in academic disciplinary actions against me. I understand that any funding previously awarded to me is not guaranteed upon my return.*

Signature:

Date

**Approval:**

Graduate Program Coordinator Name:

Signature:

Date:

Assistant Dean – Graduate College:

Date:

**GRADUATE COLLEGE USE ONLY**

|                          |          |        |       |           |
|--------------------------|----------|--------|-------|-----------|
| Degree Progress:         | Approved | Denied | Date: |           |
| Academic Standing:       |          |        |       |           |
| Re-enrollment processed: | Yes      | No     | Date: | Initials: |

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate Program Coordinator and The Graduate College. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.

1. An approved leave of absence stands in lieu of registering for the minimum of 1 credit for each semester for which the leave of absence is granted. During a leave of absence, students may not use KSU facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any KSU courses related to their program of study. Time on leave counts toward any University, Graduate College, or program time limits pertaining to the degree being sought. The Graduate College, at its discretion, may grant an extension of the time to degree completion.
2. Application. Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 1 credit for each semester for which the leave of absence is granted.
3. External Limitations. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Please note that eligibility for certain types of financial aid (including graduate assistantships) may require enrollment for credits beyond those required by the Continuous Enrollment Policy. It is the student's responsibility to notify other appropriate agencies as necessary, as well as ensuring the leave does not adversely affect the student.
4. Deadlines. It is the student's responsibility to apply for a leave of absence in a timely fashion. A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a leave of absence must be received by the Graduate College on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of the semester.
5. Limits. A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-semester limit while enrolled in a specific graduate program.
6. Funding. A funded student is not guaranteed funding upon return from leave. Please check with your program director regarding funding prior to beginning the leave.