# *Graduate students who experience circumstances that prevent them from maintaining active status through continuous enrollment (excluding summer term), and who, through consultation with their graduate coordinator, advisor(s), International Students and Scholars (ISS) office (international students only) and the Graduate College to determine that a leave of absence (LOA) is appropriate, must request a LOA via this form.*

**Please review the information and instructions on the reverse side of this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Middle Name** | |
| **Street Address** | **City** | **State** | **Zip** |
|  |  |  | |
| **Major** | **Degree Objective** | **CWID #** | |
| **OSU e-mail Address**       @okstate.edu | **Daytime Phone Number** |  | |

**Proposed term/year LOA *begins*:**       **Proposed term/year of return from LOA:**       **(one academic year max)**

**Attach the agreement with your graduate program that outlines the conditions of your return from the LOA; it should be on unit letterhead. If there are no special conditions, the program should note this on letterhead.**

**Reason for LOA** (use additional sheets if necessary):

Student’s Signature Date

My signature indicates that I understand that I must comply with the LOA policies and procedures, including reporting crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had I engaged in the conduct while enrolled.

Advisor’s signature Date ISS Office signature (international students only) Date

Graduate Coordinator’s signature Date Unit Head’s signature (if applicable) Date

**­­­For Graduate College use only:**

**\_\_\_ Approve \_\_\_ Do not approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**COMMENTS:**

**LOA-Grad April 2013**

**Instructions**

Before completing the Leave of Absence (LOA) Request Form, be sure to

* review Administrative Policy;
* confer with your graduate coordinator, advisor(s), and relevant offices (e.g., ISS and Financial Aid) regarding the impact of a LOA on your financial, academic, work-related and personal circumstances; and
* confer with your graduate coordinator, advisor(s) and the Graduate College about what, if any, conditions may be placed on your reinstatement after the LOA.

If, after review and consultation, you choose to request a LOA

* complete the form (include supporting documentation, if requested by your graduate program and/or college);
* obtain signatures of your graduate coordinator and advisor(s); and
* submit the signed form to your graduate program office for review and potential forwarding to the Graduate College for approval.

**Important notes**

* **When to submit the request:** You are expected to request a LOA prior to the beginning of the proposed term/year of the leave.
* **Verify college approval:** Submitting the LOA does not guarantee that the request will be approved. Be sure to obtain confirmation from the Graduate College that your LOA has been approved, and verify the approved LOA’s start and return dates.
* **Canceling registrations:** An approved LOA does not automatically cancel any registrations. If you are enrolled for the term(s) included in the approved LOA, you must cancel your registration(s). Failure to do so will result in billing and assigned grades for the term(s).
* **Financial support (from the University):** If you receive financial aid from the University, you should talk with your graduate program and/or department; Student Financial Aid; International Students and Scholars office; and the Graduate College to learn about any effects a leave of absence might have.
* **Financial support (from private funding sources):** If you receive funding from a source outside the University, you should talk with that agency to learn about any effects a leave of absence might have.
* **If you hold a graduate assistantship appointment:** You must contact your graduate program and talk with your employing unit prior to submitting this form to the Graduate College.
* **If you are an international student:** You must contact the International Students and Scholars office to determine what, if any impact the LOA will have regarding your legal status.
* If you are a student pursuing two graduate degrees in more than one college, you will need to request a leave of absence from each college under the provisions of this policy and will need to request reinstatement from each college.
* If you are a student pursuing a graduate degree and a first professional degree (e.g., D.V.M. or D.O. degree), you will need to request a leave of absence under the provisions of this policy and will also need to comply with the leave of absence policy stipulated by the college offering the first professional degree.
* **Reinstatement after LOA:** If you obtain an approved LOA in accordance with the Leave of Absence and Reinstatement from a Leave: Graduate Students policy, you are eligible for reinstatement provided you
  + apply to your program for reinstatement via the Reinstatement from a Leave: Graduate Students form;
  + apply for reinstatement to the same graduate degree program and options;
  + are reinstated and enrolled for the term/year identified in the approved LOA agreement; and
  + report crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had you engaged in the conduct while enrolled (see OSU Student Code of Conduct).