

## Leave of Absence Request

### Leave of Absence Information for Graduate or PBTL Students

#### General Information

A Leave of Absence is required for either the Fall or Spring semester of the Academic Year (*Summer terms are excluded except for MBA, MCO, and MSN programs*) for which the student does not choose to enroll in classes.

Leaves will not be granted for more than one semester at a time. An extension of the Leave of Absence may be requested but must occur prior to the start of the semester in question. A Leave of Absence may not be taken for two (2) consecutive semesters (*for MBA, MCO, and MSN programs, summer terms are required*).

A student may request up to four (4) Leaves of Absence (LOA). The policy regarding Time Limits for program completion is not affected by an Approved Leave of Absence.

Leaves of Absence are available for consideration only to continuing Graduate students in good standing (minimum 3.00 GPA).

Leaves of Absence are available for consideration only to continuing PBTL students in good standing (minimum 2.80 GPA).

Students should consult with their program coordinator to determine if the leave of absence is appropriate. The Dean of Graduate Studies makes the final decision to approve or deny a request for a Leave of Absence.

Registration information will be sent to the FSU email account and personal email account on file prior to the start of the next registration period and approximately two weeks prior to the term the student is scheduled to return.

In order to remain active in the program before the Leave expires, the student must enroll in courses for the upcoming semester. Should the student not register once the Leave expires, the student will become Inactive at the University and will need to apply for Re-admission in order to resume his/her program of study.

#### Timeline

Leave of Absence request must be submitted no later than two (2) weeks prior to the fall or spring semester for which follows the Leave of Absence semester.



# Leave of Absence Request

Name: \_\_\_\_\_ FSU ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street: \_\_\_\_\_ Department: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Program: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_ Major: \_\_\_\_\_

Zip : \_\_\_\_\_ Phone: \_\_\_\_\_ FSU Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Have you ever been on a Leave of Absence? Yes  No  If yes, last semester of leave: \_\_\_\_\_

I request a Leave of Absence from Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ (only if in MBA, MCO, or MSN program)

**My reason(s) for the Leave are:**

Family Obligations       Financial       Military       Required Course Not Offered  
 (Family Obligations and Financial leaves are not valid for students on F or J visas *unless leaving the U.S.*)

Medical: \_\_\_\_\_  
 (please explain)

Other: \_\_\_\_\_  
 (if the reason for your leave does not fall into the categories listed, please note that it may not be allowed under University policy)

Students on F or J visas, please indicate (below) where you will be during your leave. If remaining in the U.S. please provide full detail including address.

\_\_\_\_\_

Per U.S government regulations, you may not remain in the U.S. if you wish to go on leave for financial or family reasons, or for a medical reason other than your own.

1) Are you a United States Citizen? Yes  No

2) If you are not a United States citizen, are you a U.S. Permanent Resident? Yes  No

If you answered yes to 2, please provide your Alien Registration Number \_\_\_\_\_

**If you answered no to 2, please note** Non-immigrant international students are required to discuss with the Director of International Education (in the McCarthy Center, Room 518) the implications of Leaves of Absence on their visa status.

Visa discussion completed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Director of International Education

**I have read the Leave of Absence Policy and agree to abide by the terms.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form to:** The Offices of Graduate and Continuing Education, Dwight Hall, Room 204

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*Office Use Only:*

Approved  Denied  \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Dean, Graduate and Continuing Education