



**POLICY NAME:** Leave of Absence-Graduate Students

**EFFECTIVE DATE:** July 1, 2013

**LAST REIVEW:**

**NEXT REVIEW:**

**POLICY OWNER:** Associate Provost and Dean of Graduate Studies

**PROCEDURE CONTACT:** School of Graduate Studies

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**POLICY/PROCEDURE:**

Students may request a leave of absence from a graduate program for up to 4 semesters.

- Approval of a leave of absence does not extend the seven year time to degree requirement.
- All degrees must be completed within seven years of first enrollment.
- International students should consult with the Center for International Studies regarding the effects of requesting a leave of absence on visa status.
- For doctoral candidates approval of this request will eliminate the need to maintain continuous registration during the approved leave period.
- It is the student's responsibility to initiate contact with the School of Graduate Studies to extend a leave of absence or to begin the return process.
- Students not re-enrolling after the expiration of the leave of absence will be dropped from admitted student status and may need to reapply for admission.
- The Leave of Absence request form is online at <http://www.stcloudstate.edu/graduatestudies/current/stuForms.asp>