



Eastern Connecticut State University

Leave of Absence Form Graduate Students

To: Dean _____
 School of Arts and Sciences
 School of Education and Professional Studies
 School of Continuing Education

From: _____ Eastern ID: _____
(Student's Name)
Degree and Major: _____

Check one: Initial Leave of Absence
 Extension of My Leave of Absence
from _____ through _____
(semester/year) (semester/year)

Note, under no circumstances are leaves granted for a semester already in progress. Military service activation orders, received during the semester, will be reviewed for applicable approval.

I plan to register for courses again in _____
(semester/year)

Note, students planning to return for a fall semester must notify the Registrar, in writing, by March 15 for a continuing student registration appointment. Students planning to return for a spring semester must notify the Registrar, in writing, by October 15 for a continuing student registration appointment.

For statistical purposes only, please indicate the reason for this leave:

- Medical
- Study In Absentia (also indicate State-Side or Study-Abroad)
- Financial
- Military Service
- Military Service Activation (Requires VA Office Certification)
- Personal
- Other _____

I understand that at the end of this leave I must register for classes in the next regular semester or file for an extension of leave to avoid being withdrawn from the University.

Student's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____

For Military Activation Only Regarding Retroactive Leave Request
 Approved
 Not Approved
VA Certification Official's Signature: _____ Date: _____

For Registrar's Office Use Only:
Banner Updates Completed By: _____ Date: _____

Leave of Absence Policy

(Graduate Students)

Leaves of absence are granted to graduate students who need to interrupt their six-year planned completion deadline. Leaves of absence are approved for not less than one full semester and may not exceed four semesters (a cumulative total of two years) to students who intend to return to the University.

Leave of absence forms are available from and returned to the Dean of the School of Education/Professional Studies and Graduate Division. Students must specify the semester in which they plan to return.

A leave of absence is recorded on the student's official transcript.