Leave of Absence Form
Graduate Students

To: Dean _________________________
__School of Arts and Sciences
__School of Education and Professional Studies
__School of Continuing Education

From: ________________ __________________________________________
    (Student’s Name) Eastern ID: ________________
    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)

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extension of leave to avoid being withdrawn from the University.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: ________________

Cc: __Financial Aid __VP of Student Affairs
    __Housing __________________________, Department Chair
    __Bursar/Cashiers __________________________, Academic Advisor

Policy on Back;
Form Revised: 08/03
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.