



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of this leave I must register for classes in the next regular semester or file for an extension of leave to avoid being withdrawn from the University.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: \_\_\_\_\_

Cc:  Financial Aid  VP of Student Affairs  
 Housing \_\_\_\_\_, Department Chair  
 Bursar/Cashiers \_\_\_\_\_, Academic Advisor

## 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.