

Graduate Leave of Absence Request

Eligibility Graduate students currently enrolled in a graduate degree, certificate, licensure, or endorsement program are eligible for leave of absence under the following conditions 1) they have completed at least one term of enrollment and are making progress toward degree requirements, and 2) they are in good academic standing. Non-degree students are not eligible. Students in J.D. or joint J.D. programs are not eligible.

Length of Leave A leave is 3 terms (summer included) from the last term of enrollment and may be extended 3 terms (summer included) for a maximum of 6-consecutive terms. Students may only be approved for one leave of absence during a program of study.

NOTE: If you intend to leave CSU for 2 semesters or less, you DO NOT need to complete a leave of absence form.

Process to Request Leave The student must complete a *Graduate Leave of Absence Request* form. For a planned leave, this form must be submitted to Graduate Studies prior to the start of the leave. Leave should be requested prior to the start of term, but for an unforeseeable leave mid-term, this form may be submitted up to the last day to withdraw. Leave of absence requests may not be submitted retroactively.

Process to Request Leave Extension To request an extension of 3 terms (summer included) to an approved leave of absence, the student must submit this form again, prior to the end of the approved leave.

Process to Return from Leave The student must complete a *Graduate Return from Leave of Absence* form to return. This form must be submitted prior to the start of term to enroll in classes.

The leave of absence policy, in its entirety, is available in the CSU graduate catalog.

Part A: To be completed by the student

Name _____ CSU ID _____

CSU Email _____ Phone _____

Current graduate program? _____

Is this an initial request for leave or a request for an extension?

- | | | |
|--|------------|------------|
| ☐ Initial request. What term and year do you request the leave to begin? | Term _____ | Year _____ |
| ☐ Extension request. What term and year did the initial leave begin? | Term _____ | Year _____ |

What is the reason for requesting a leave of absence?

With my signature, I hereby authorize the College of Graduate Studies to review pertinent academic records to verify eligibility for leave.

Student Signature _____ Date _____

Part B: To be completed by the Program Director

By supporting a leave request, the program agrees to accept the student's return and to assist them with the return process.

- ☐ I support the request for a leave of absence or extension.
- ☐ I do not support the request for a leave of absence or extension for the following reasons.

Program Director Signature _____ Date _____

Submission instructions

Student:	Submit to the program director
Program Director:	Send to grad@csuohio.edu
Graduate Studies:	Send approvals to registrar@csuohio.edu

Ver. August 2026