

Graduate Return from Leave of Absence

Eligibility Any graduate student currently on an approved leave must request to return from leave prior to the start of term, and within their approved leave window. Because leave was approved, students maintain their catalog rights and do not have their leave time counted against them toward time to degree completion.

Ineligibility Students who attended another institution during their approved leave are not eligible to return via the LOA policy as they are now transfer students. Additionally, students who wish to return from leave but to another program of study are not eligible. A student interested in a new plan of study must apply and be admitted to the new program.

During leave, students remain obligated to report if they have pending charges, pled guilty, or have been convicted of any new criminal offenses (excluding offenses classified under Ohio Law as Minor Misdemeanors). Failure to report while on leave may result in ineligibility to return, and may also lead to university dismissal.

Process to Return from Leave To return to CSU, a graduate student on approved leave must complete this form prior to the start of term to enroll in classes. Students on approved leave may return at the start of any term before 3 semesters have passed if on a standard LOA, or before the end of 6 semesters if they have received an extension.

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? _____

Please provide the duration of your leave.

- | | | |
|--|------|------|
| ☐ What term and year did your leave begin? | Term | Year |
| ☐ What term and year are you returning to CSU? | Term | Year |

Did you attend another college or university during your approved leave? Yes No

Since requesting leave, have you had pending charges, pled guilty to, or been convicted of a criminal offense, excluding an offence classified under Ohio Law as a Minor Misdemeanor? Yes No

With my signature, I certify that the information herein is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission is considered academic dishonesty and is cause for admission revocation and registration cancellation. I further understand that courses completed at another college or university will not be considered for transfer, regardless of circumstances.

Student signature _____ Date _____

Part B: To be completed by the College of Graduate Studies

I verify that the student is eligible to return. Signature _____ Date _____

Part C: To be completed by the Program Director

I acknowledge the program has been notified of the student's intent to return from an approved leave and will assist them with the return process.

Program Director signature _____ Date _____

Submission instructions

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

Ver. August 2026