



WSSU Graduate Student Leave of Absence Request

Leave of absence guidelines:

If a graduate student requests and is granted a leave of absence, reenrollment must occur in the term agreed to in the leave request. If a student fails to continue in the agreed upon term, then he/she must reapply for admission. In all cases, course work must be completed within five years of first enrolling in a graduate degree program.

Please fill out completely and route as indicated below. Must be filed prior to the term in which the leave is to begin.

Name	<input type="text"/>	Banner ID	<input type="text"/>
Degree	<input type="text"/>	Semester of <u>first</u> enrollment	<input type="text"/>

Leave of absence term: fall spring summer I summer II Year

Reason for leave: (Please include brief statement below justifying your request.)

I have read the above guidelines and I understand the following: 1) that this leave request constitutes an agreement with the Graduate Office at WSSU; 2) if I do not return in the specified semester, I must reapply for admission; 3) my program of study must be complete within five years of first enrolling as a degree seeking graduate student and 4) that I will not be able to use university resources, facilities or faculty during this time.

Signature of Student: _____ Date: _____

Advisor: _____ Date: _____ Approved Disapproved

Graduate Coordinator: _____ Date: _____ Approved Disapproved

Department Chair: _____ Date: _____ Approved Disapproved

Graduate Office: _____ Date: _____ Approved Disapproved

copy: 1) student, 2) advisor, 3) department, 4) Graduate Office