



## Leave of Absence Request Procedures

**Before completing the Leave of Absence Registration Form, be sure to do the following:**

- Familiarize yourself with the Leave of Absence Policy at: <http://policy.gradschool.fsu.edu/students>
- If you are receiving Financial Aid, you should confer with the Office of Financial Aid and review your loan agreements prior to requesting a leave of absence.
- If you are receiving external support, you should check the terms of the award to determine the impact of being on leave.
- If you are receiving in-state residency, you should contact the Registrar's Office to determine the impact of being on leave.
- If you are an international student, you should consult with the Center for Global Engagement (CGE) to determine if a leave will adversely affect your visa status.
- Consult with your graduate coordinator, advisor, and/or Dean's Office representative to find out what constitutes a valid justification for a leave of absence.

**If, after reviewing the Leave of Absence Policy and seeking consultation, you choose to request a Leave of Absence:**

- Complete the Leave of Absence Registration Form
  - Be sure to select all of the semesters/terms you will be on a leave. The request should not exceed 3 consecutive semesters (including summer term). Please also note the year(s) of the semester(s)/term(s) in the space provided.
  - Provide appropriate documentation and a rationale for the leave. Attach additional pages if necessary.
- Obtain the signature of your Major Professor/Advisor
  - The Major Professor/Advisor should evaluate if the rationale for the leave of absence is appropriate and follows the guidelines of the policy.
- Submit the Leave of Absence Registration Form to your Department Chair/Unit Head for review/approval who will then forward the request to the Academic Dean for approval.
  - NOTE: A student who is denied a request for a Leave of Absence at any step may appeal the decision to Dean of the Graduate School.