

FSU | GRADUATE SCHOOL

Graduate Leave of Absence Checklist

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

- Familiarize yourself with the Leave of Absence Policy at: <https://registrar.fsu.edu/bulletin/graduate-information/academic-regulations-procedures>
- 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 graduate student, you should consult with the Center for Global Engagement (CGE) to determine if a leave of absence 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 and determine if your program of study will be impacted by being on leave.

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).
 - 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 (or designee).