



Leave of Absence Extension Request Form

A Leave of Absence may be extended for additional consecutive semesters (including summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college and the Graduate School. The policy can be found at <http://policy.gradschool.fsu.edu/students>

Student Personal Information

Last Name	First Name	Middle Name	
Empl ID #/ Student ID #	FSU Email Address	Phone Number	
Degree Level	Program		
Address During Leave	City	State	Zip Code

Leave Timeframe

Initial Term(s) in which leave was requested:	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Summer _____
Additional Term(s) in which leave is requested:	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Summer _____
Term in which you plan to return to FSU:	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Summer _____

With this extension, does the cumulative number of consecutive leave semesters exceed six? Yes No

With this extension, does the total consecutive leave time exceed 24 months? Yes No

Was this request for a leave extension submitted four weeks prior to the end of the final semester/term of your initial leave? Yes No

Explanation for Requesting an Extension

Attach additional pages/documentation if necessary.

My signature below indicates that I have read the Leave of Absence Policy and agree that I will not be utilizing University resources or campus facilities during my extended leave.

Student Signature	Date
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Approval: (Print name and sign)

Major Professor/Advisor: _____	Date:	
Department Chair/Unit Head: _____	Date:	
Academic Dean: _____	Date:	
Dean of the Graduate School: _____	Date:	

* If approved at all levels, the College Dean should notify the Registrar of the decision by forwarding the completed form.