



Minot State UNIVERSITY

Graduate School

LEAVE OF ABSENCE

A Leave of Absence is available to students who are completing course work (excluding thesis, project, and capstone courses) and plan to be inactive for a period of time not to exceed a full calendar year. Submission of this form provides a means for the Graduate School to track a student's progress and to term activate the student after the period of absence so he/she may register for the upcoming semester.

Students who have begun their final requirement and have an in-progress grade ("X") may apply for a Leave of Absence only in the case of extenuating circumstances. In such cases, this form must be accompanied by a letter to the dean of the Graduate School explaining the circumstances; this type of leave will be approved for one semester at a time.

Date / /
Month Day Year

MSU Student ID # _____

Graduate Program _____

Legal Name: _____
Last First Middle Former (if applicable)

Mailing Address _____
Street Apt # City State Zip Code

E-mail Address: _____ Telephone number _____
(You are encouraged to use your MSU email account)

Indicate the term(s) you are requesting Leave of Absence: Fall ____ (year) Spring ____ (year) Summer ____ (year)

Reason for leave:

SIGNATURE (Required) – I certify that all statements in this application are completed and true:

Signature

Date

Advisor's Action:

After receiving Advisor approval submit to:
MSU Graduate School – Memorial 200
Email: graduate@minotstateu.edu
Fax: 701-858-4286

Dean's Action: