



Graduate School

LEAVE OF ABSENCE

A leave of absence is available if you are completing coursework (excluding thesis, project, and capstone courses) and plan to be inactive for a period not to exceed a full calendar year. Submission of this form provides a means for the Graduate School to track your progress and to term activate you after your period of absence, so you may register for the upcoming semester.

If you have begun the final requirement and have an in-progress grade ("X") you may apply for a leave of absence only in the case of extenuating circumstances. In such cases, a letter to the Associate Vice President of the Graduate School must accompany this form explaining the circumstances; this type of leave will be approved for one semester at a time.

Date ____/____/____
Month Day Year

Minot State ID# _____ Graduate Program _____

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

Mailing Address: _____
Street Apt# City State Zip Code

Email: _____ Telephone: _____
You are encouraged to use your Minot State email

Indicate the term(s) you are requesting leave of absence: Fall ____ (yr.) Spring ____ (yr.) Summer ____ (yr.)

Reason for leave: _____

Student signature (required) - I certify that all statements in this application are completed and true:

Signature

Date

After receiving Program Director approval, submit to:
Minot Sate Graduate School
Email: graduate@MinotStateJ.edu
Fax: 701-858-4286

Program Director signature