



# 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, 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

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:  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature:

\_\_\_\_\_  
Program Director Signature

**After receiving Program Director approval, submit to**

MSU Graduate School  
Email: [graduate@minotstateu.edu](mailto:graduate@minotstateu.edu)  
Fax: 701-858-4286

Updated: July 2018