



Graduate Student Leave of Absence Form

A graduate student (master's and doctoral) may request a leave of absence by submitting Graduate Student Leave of Absence Form to the Registrar's Office before the end of the add/drop period of the semester for which the leave is being requested.

Conditions:

- Graduate students must be in good academic standing (cumulative GPA of 3.0 or better).
- The graduate student must have completed at least six (6) credit hours of CSUSM coursework toward the graduate degree in the program.
- A leave of absence will not be authorized if the student has completed all requirements except the culminating experience.

Limitations

- A graduate student may be granted leave status for a maximum of two regular semesters (fall or spring).
- Authorized leaves do not extend the time limit for completion of the graduate degree.
- A graduate student on leave does not qualify for supervision from faculty. Use of other University resources may also be restricted.
- Completed culminating experiences will not be accepted during a leave.

Additional Notes

- An authorized leave preserves the election of curriculum rights regarding catalog requirements.

Semester(s) of Leave Requested	☐ Spring: Year	Graduate Program:
	☐ Fall: Year	
Last Name:	First Name:	
Student ID#:	Email:	
Reason:		
Student Signature _____		Date _____
Graduate GPA:	At Least 6 Units of Current Graduate Degree Coursework Completed: ☐ Yes ☐ No	
Last Semester of Attendance:		
Comments:		
Graduate Program Coordinator Signature _____		Date _____
OFFICE ONLY		
Dean, Graduate Studies and Research Signature _____		Date _____

Attach a copy of Student Transcript with Request