



Master's Student Request for Leave of Absence

A graduate student may request a leave of absence by submitting a Graduate Student request for Leave of Absence form to Cougar Central before the end of the add/drop period of the semester for which the leave is being requested.

Conditions:

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

Limitations

1. A Master's Student may be granted leave status for a maximum of two regular semesters (fall or spring)
2. Authorized leaves do not extend the time limit for completion of the Master's degree
3. A Master's student on leave does not qualify for supervision from faculty. Use of other University resources may also be restricted.
4. A completed thesis or final project will not be accepted during a leave.

Additional Notes

1. An authorized leave preserves the election of curriculum rights regarding catalog requirements
2. If the student registered for classes in the same semester as the requested leave of absence, upon leave processing, the student will be administratively dropped from those classes.

Semester(s) of Leave Requested	☐ Spring: Year	Master's Program:
	☐ Fall: Year	
Last Name:	First Name:	Middle Initial:
Student ID#:	Telephone:	
Reason:		
_____ Student Signature		_____ Date
Master's GPA:	Master's Units Completed are at least 6 units: ☐ Yes ☐ No	
Last Semester of Attendance:		
Remarks:		
_____ Graduate Program Coordinator Signature		_____ Date
OFFICE ONLY		
_____ Dean, Graduate Studies Signature		_____ Date

Attach a copy of Student Transcript with Request