



## “Stop Out” Request for Leave of Absence

Please complete form, obtain signatures, and email to the School of Graduate Studies at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).

Student Name (Last, First, Middle)

Student Tech ID Number

HuskyNet Email Address

Phone Number

Graduate Program

Graduate Advisor

I am requesting a leave of absence for:

- One Semester     
  Two Semesters     
  Three Semesters     
  Four Semesters

If more than four (4) semesters, please explain,

*Additional space is provided on the back. Please check if you used the back.*

My reasons for making the following request are as follows:

- Military Service     
  Medical Leave     
  Maternity Leave     
  Personal/Family Leave     
  Other

Brief Explanation:

*Additional space is provided on the back. Please check if you used the back.*

I will resume my enrollment in (semester, year):

Student (Signature)

Student Name (Print)

Date

**Graduate Advisor Recommendation**

- Recommended     
  Not Recommended

Graduate Advisor (Signature)

Graduate Advisor Name (Print)

Date

**School of Graduate Studies Recommendation**

- Recommended     
  Not Recommended

School of Graduate Studies (Signature)

School of Graduate Studies (Print)

Date

FOR OFFICE USE ONLY: Student Notified



### Instructions for Completing this Form

Graduate students may use this form to request a “stop-out” period or leave of absence from a graduate program.

Please note:

- International students should consult with the Center for International Studies regarding the effects of requesting a leave of absence on visa status.
- For doctoral candidates approval of this request will eliminate the need to maintain continuous registration during the approved leave period.
- Approval of a leave of absence does not extend the seven year time to degree requirement. All degrees must be completed within seven years of first enrollment.
- It is the student’s responsibility to initiate contact with the School of Graduate Studies to extend a leave of absence or to begin the return process.
- Students not re-enrolling after the expiration of the leave of absence will be dropped from admitted student status and may need to reapply for admission.

### Submission

1. Provide complete information
2. Obtain all required signatures.
3. Submit the completed, signed form to: [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).
4. Allow 20 business days for review of your request.5. A decision notification will be emailed to your HuskyNet email address.

### Additional Writing Space