



Request for Leave of Absence

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service or other approved personal reasons. Students planning to discontinue enrollment for a semester, or more must request approval for leave of absence; the leave of absence may be requested for a maximum of 12 months during the student's program. However, the Graduate School may approve extensions to the 12-month maximum. The Leave of Absence form must be approved and on file before the student's anticipated absence, unless the event occurs in the course of a semester in which case a student may apply as soon as possible. An approved leave of absence will enable a student to reenter his or her program without applying for readmission or owing retroactive tuition and registration fees.

Date of Request _____ Requested Leave Begins _____ and Ends _____
 Name _____ 9-digit ID _____ Net ID _____
 Last First Middle
 Address _____
 Phone Number _____ Non-MSU Email Address _____
 College _____ Department _____
 Degree _____ Major _____
 Concentration _____ Secondary Program/Minor _____

Reason for Request (you may attach documentation):

Please note that while on approved leave, students may not use Mississippi State University facilities, resources or services intended for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University; or take any MSU courses. Students may return to their program prior to the anticipated date of return.

Typed / Printed Name	Approval Signatures	
_____	_____	_____
Student		Date
_____	_____	_____
Graduate Coordinator		Date
_____	_____	_____
Department Head		Date
_____	_____	_____
Academic Dean		Date
_____	_____	_____
Dean of the Graduate School		Date