# Office of Graduate Studies

Minnesota State University, Mankato
AF 115
Mankato, MN 56001

## Doctoral Leave of Absence Request

Doctoral students are eligible to apply for a leave of absence prior to obtaining doctoral candidacy and/or registering for dissertation credits. Leave of absence requests must be approved by the department and by the Dean of Graduate Studies. Typically, a leave of absence will be approved for up to one calendar year. The period of authorized leave of absence is not counted as part of the time limit for completing all doctoral degree requirements. Students granted a leave of absence are not expected to be progressing toward the completing of degree requirements, and are not to engage in program related research or analysis, work with faculty, take examinations, or use University facilities available to registered students.

Name: _____ Tech ID: _____

Address: _____ _____ _____ _____

Email Address: _____

Phone Number: (_____) _____ - _____

Leave is requested for the following period of time: _____

Reason for Requested Leave of Absence:

**Department Decision:** ☐ Approve ☐ Disapprove

_____ _____
Advisor or Grad Program Coordinator Signature Date

**Graduate Studies Decision:** ☐ Approve ☐ Disapprove

_____ _____
Graduate Studies Signature Date