

Leave of Absence Form for Doctoral Degree Candidates

This is the Leave of Absence form for doctoral students who have advanced to candidacy and need to stop out for reasons described in the Leave of Absence policy in the Graduate Catalog.

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|--|--|
| Student Name: _____ | Texas State ID: _____ |
| Major: _____ | Degree (check one): <input type="checkbox"/> Ph.D. <input type="checkbox"/> Ed. D. |
| Texas State Email: _____ | Permanent Email: _____ |
| Anticipated Dates of Leave – From: _____ | To: _____ |
| Reason for Leave of Absence: | |

Are you an International Student? Yes No
NOTE: *International Students must inform the International Office prior to requesting a Leave of Absence*
Please **initial** next to each item to certify the following information. All items must be initialed before a Leave of Absence can be granted.

_____ I have read, and I understand the Leave of Absence Policy found in The Graduate College Catalog.

_____ I understand that no support (faculty assistance, university resources, etc.) may be provided to me while on a Leave of Absence from Texas State University.

_____ I am responsible for consulting with offices outside of The Graduate College (Financial Aid, Student Business Services, Student Health Center, etc.) about the impact of not maintaining enrollment in my degree program.

_____ I agree to abide by the policy and submit any paperwork and/or fees needed upon my re-entry to Texas State.

Student Signature: _____ Date: _____

Signatures below indicate the approval of the above recommendation:

| Printed Name | Signature | Date |
|---------------------------------------|-----------|-------|
| _____ | _____ | _____ |
| Dissertation Committee Chair/Co-Chair | | |
| _____ | _____ | _____ |
| Co-Chair (if applicable) | | |
| _____ | _____ | _____ |
| Doctoral Program Director | | |
| _____ | _____ | _____ |
| Department Chair | | |

For The Graduate College Use Only

Based on the recommendation above, the Doctoral Leave of Absence is: Approved Disapproved

_____ Date _____
Dean or Associate Dean of The Graduate College