TEXAS STATE
THE GRADUATE COLLEGE

Leave of Absence Form for Master's Degree, Specialist Degree, and Pre-Candidacy Doctoral Degree Students

This is an optional form for master's degree students, specialist degree students, and pre-candidacy doctoral degree students who wish to document their intent to not enroll in a particular semester during their degree program.

Student Name: _____ Texas State ID: _____

Program: _____ Degree: _____

Texas State Email: _____ Permanent Email: _____

Anticipated Dates of Non-Enrollment From: _____ To: _____

Reason for Planned Non-Enrollment: _____

_____

Are you an International Student? ◯ Yes ◯ No

NOTE: *International Students must inform the International Office if they plan not to enroll in a given semester.*

Please initial next to each item to certify the following information.

_____ I have discussed non-enrollment with my program advisor (and thesis chair if applicable).

_____ I understand that no support (faculty assistance, university resources, etc.) may be provided to me while I am not enrolled in coursework at 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 readmission to Texas State.

Student Signature: _____ Date: _____

Signatures below indicate receipt of the planned non-enrollment information:

Printed Name	Signature	Date
_____ Graduate Program Advisor	_____	_____
_____ Thesis Chair (if applicable)	_____	_____

Submit completed form to Degree Audit Specialists at gcdegspcl@txstate.edu, The Graduate College

_____ Received By

_____ Date

Revised: January 25, 2017