MINOT STATE UNIVERSITY | Graduate School

LEAVE OF ABSENCE

A Leave of Absence is available to you if you are completing course work (excluding thesis, project, and capstone courses) and plan to be inactive for a period-of-time not to exceed a full calendar year. Submission of this form provides a means for the Graduate School to track a student's progress and to term activate the student after the period of absence so you may register for the upcoming semester.

If you have begun the final requirement and have an in-progress grade ("X") you may apply for a Leave of Absence only in the case of extenuating circumstances. In such cases, a letter to the Associate Vice President of the Graduate School must accompany this form explaining the circumstances; this type of leave will be approved for one semester at a time.

Minot State Student ID # _____   Graduate Program _____

Legal Name: _____
             Last   *First*   *Middle*   *Former (if applicable)*

Mailing Address _____
              Street   *Apt #*   *City*   *State*   *Zip Code*

E-mail Address: _____   Telephone number _____
(You are encouraged to use your MSU email account)

Indicate the semester(s) you are requesting Leave of Absence: Fall _____ (year)   Spring _____ (year)   Summer _____ (year)

Reason for leave:

I certify that all statements in this application are completed and true.

_____   _____
Signature (electronic or original)   *Date*

Graduate Program Approval:

_____   _____
Program Director Signature (electronic or original)   *Date*

After receiving Program Director approval, submit to:

Minot State University Graduate School
Email: graduate@minotstateu.edu
Fax: 701-858-4286

Updated: December 2020