Office of Graduate Education – South Dakota School of Mines and Technology
Submit to GradOffice@sdsmt.edu

Leave of Absence Form

for thesis-MS and PhD students

If a leave of absence is requested before the start date of the leave the student will not be subject to continuing registration policy and will not have the period of leave of absence counted toward degree time limits. The above will only be applicable for the period of time granted in the leave of absence. A leave of absence can be granted for a maximum of 1 year. If the leave of absence form is not filed and student does not enroll for one semester, the student will be inactivated in the program and may need to reapply.

Declared non-thesis students are not subject to continuing registration but should inform the Graduate Office and the program coordinator if they plan to take a break from classes.

International students are not eligible for a leave of absence if they intend to remain in the U.S. during the leave. Please consult the Ivanhoe International Center for approvals and documentation.

Student name: _____ Student ID: _____
(Please type or print clearly)

Student email: _____
(other than Mines email address)

Current program (MS/PhD and department): _____

Semester(s) of leave: _____

Return to program date: _____

Reason for requesting leave of absence:

Plans for resuming and completing degree:

Student Signature: _____ Date of Request: _____

_____	_____	_____
Advisor/Major Professor Signature	Print name	Date
_____	_____	_____
Dept Head or Program Coordinator Signature	Print name	Date
_____	_____	_____
Dean of Graduate Education Signature	Print name	Date

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Graduate Office Use: _____