



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