



# Graduate Leave of Absence Request Form

## Eligibility for a Leave of Absence

Graduate students in good academic standing at Chico State and in attendance as a regular student beyond the fourth week of the previous semester are eligible to request a leave. Students are not eligible to graduate during the term in which they are on a Leave of Absence. Students who have applied for graduation and choose to take a leave, will be withdrawn from graduation and must reapply for graduation for the requested semester of return marked below or a later semester. Please review the Leave of Absence Policy for more information.

## Benefits

Approval of your leave request grants you the right to continue under the catalog rights in effect at the time you left the University. Upon your return from an approved leave, you will not be required to complete a University admissions application.

## Limitations

A leave may be granted for a maximum of two semesters excluding summer. If you do not return for your approved term, you will lose eligibility to enroll, your catalog rights, and will need to apply for admission when you wish to return to CSU, Chico. All requests are subject to approval and do not guarantee re-enrollment in impacted programs.

## Deadline

Requests must be received in the Office of Graduate Studies no later than the Friday of the fourth week of the semester of absence. All classes for the current and future semesters must be dropped before this request can be approved. Link to withdrawal policy.

## Financial Aid

For students who are receiving financial aid: student loans will enter repayment after a 6-month period of nonenrollment or less than half-time enrollment (3 units or less for Grads). In some instances, if a student has already used up their 6-month grace period, they may enter repayment immediately. Students are advised to check [studentaid.gov/h/manage-loans](http://studentaid.gov/h/manage-loans) for loan balances, repayment, and lender contact information and to contact their lender(s) directly with repayment issues. All students receiving aid are required to meet with a financial aid advisor prior to taking a Leave of Absence.

## International Students

International students are required to meet with an advisor from International Education and Global Engagement prior to taking a Leave of Absence.

**Select one:**  Request a new Leave of Absence  
 Change semester of return on existing Leave of Absence \_\_\_\_\_

Semester last enrolled at Chico: State: FALL 20 \_\_\_\_ SPRING 20 \_\_\_\_ SUMMER 20 \_\_\_\_

Semester of return to Chico: State: FALL 20 \_\_\_\_ SPRING 20 \_\_\_\_ SUMMER 20 \_\_\_\_

*You are responsible for dropping your classes. Any fee and tuition charges on your account will be adjusted per the Student Financial Services Refund Policy.*

Reason you are requesting a leave of absence:  Medical  Other: \_\_\_\_\_

Student First and Last Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Phone number during leave \_\_\_\_\_

**By signing this request, you attest to having read the Policy on Graduate Leave of Absence and have asked for clarity on any questions or concerns.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

All communication regarding the status of this request will be sent to your **Chico State email account**

**As the Graduate Coordinator I have verified and approved this Leave of Absence request.**

Graduate Coordinator Signature \_\_\_\_\_ Program \_\_\_\_\_ Date \_\_\_\_\_

**Signed Graduate Leave Requests should be submitted to the Office of Graduate Studies email: [graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu)**

Office of Graduate Studies - Request has been received, approved, and filed: \_\_\_\_\_