



LEAVE OF ABSENCE REQUEST APPLICATION

The purpose of a LEAVE OF ABSENCE REQUEST is to allow a graduate student to apply for a temporary leave of absence from their graduate program for up to two (2) years for medical or other emergencies. Students who request a leave of absence must complete the following:

- 1. Consult with the Graduate Program Coordinator about the process and any implications or consequences for taking a leave of absence.
2. Consult with the appropriate University offices such as Financial Aid, Veteran's Affairs, and the College of Graduate Studies, to determine the impact of a leave of absence (if applicable).
3. Complete and submit the Leave of Absence Request form (see #5 below), along with supporting documentation, at least two weeks prior to the beginning of the semester of requested leave.
4. Obtain the signatures of the Graduate Program Coordinator, Department Chair, and the Dean of the College of Graduate Studies.
5. Submit the signed Leave of Absence Request form to the College of Graduate Studies by:
a. Bringing the form to the College of Graduate Studies in person (McReynolds 119).
b. Scanning and sending the Request form to gradstudies@apsu.edu.
c. Mailing the form to APSU Graduate Studies, P.O. Box 4458, Clarksville, TN 37044.

Name: Major:
Banner ID: Degree:
APSU Email:
Proposed Semester/Term and Year for Leave of Absence to begin:
Proposed Semester/Term and Year for return from Leave of Absence:

Reason for Leave of Absence request:

Empty box for Reason for Leave of Absence request

Signature of Student Date
Graduate Program Coordinator Printed Name Graduate Program Coordinator Signature Date
Department Chair Printed Name Department Chair Signature Date
College Dean Printed Name College Dean Signature Date

To be completed by the College of Graduate Studies

Dean, College of Graduate Studies Signature Date

## Leave of Absence

It is the policy of the College of Graduate Studies at Austin Peay State University to allow a leave of absence (cessation of graduate study) for students enrolled in graduate programs under the conditions listed below. A student may request a leave of absence by completing the Leave of Absence Request form located on the College of Graduate Studies website (Current Students-Graduate Student Forms) and submitting the form to the Graduate Program Coordinator (GPC). If the GPC, in consultation with the Department Chair, supports the student's request, the form is then forwarded to the College of Graduate Studies for final approval.

- A leave of absence can only be requested for students in good academic standing for one semester, two semesters or one year at a time (a year is defined as Fall, Spring, Summer). Students can request additional time by re-applying for the leave. Up to a total of two (2) years can be requested. The student will be considered withdrawn from the graduate program at the end of a continuous two-year period. Financial hardship is not considered an approved reason to request a leave of absence.
- Students who are awarded a leave of absence must consult with the appropriate University offices such as Financial Aid, Veteran's Affairs, and the College of Graduate Studies to determine the impact of a leave of absence (if applicable). Students who were awarded a graduate assistantship prior their leave of absence will not have guaranteed graduate assistantships upon return. Students are **strongly** encouraged to speak with their GPC prior to requesting a leave of absence.
- Whenever possible, leave of absence requests should be submitted at least two weeks prior to the beginning of the semester for which the absence is being requested. While this is preferred, leaves of absence will be processed throughout the semester. In cases where a leave of absence is requested during a semester, the leave of absence will begin at the onset of the following semester.
- The student must have been enrolled in classes for the previous semester.
- The time spent on leave is not included in the time limit for degree completion.
- A student on leave will not be considered an enrolled student during the time they are on leave; therefore, they will not be permitted to use University facilities (e.g., Library, Recreation Center, etc.).
- A student who is not in good academic standing and is granted a leave of absence will be subject to the academic policy related to their academic standing when reinstated.

Student instructions for requesting a Leave of Absence:

1. Consult with the GPC about the process and any implications in taking a leave of absence.
2. Consult with the appropriate University offices such as Financial Aid, Veteran's Affairs, and the College of Graduate Studies to determine the impact of a leave of absence (if applicable).
3. Complete the Leave of Absence Request form, with supporting documentation, at least two weeks prior to the beginning of the semester of requested leave. It is preferred to have the completed document at least two weeks prior to the beginning of the semester of requested leave; however, leave of absences will be processed throughout the semester. In cases where a leave of absence is requested in the middle of a semester, the leave of absence will be initiated at the beginning of the next semester.
4. Obtain the signatures of the GPC, Department Chair, and the Dean of the College of Graduate Studies.
5. Submit the signed Leave of Absence Request form to College of Graduate Studies by:
  - a. Bringing the Request form to the College of Graduate Studies in person.
  - b. Scanning and sending the Request form to [gradstudies@apsu.edu](mailto:gradstudies@apsu.edu).
  - c. Mailing the Request form to APSU Graduate Studies, P.O. Box 4458, Clarksville, TN 37044.

Student reinstatement after a Leave of Absence:

1. Consult with Graduate Program Coordinator regarding readmission.
2. Apply to be reinstated for the term and year selected on the Leave of Absence Request form. Students may also request to return earlier than the originally approved date.
3. Apply to be reinstated for the same degree selected on the Leave of Absence Request form.

The graduate program or the College of Graduate Studies may set specific requirements to be fulfilled by the readmitted student during the first year of their readmission. Readmission will be revoked for students who do not fulfill these requirements.



*College of Graduate Studies*

**APPROVAL FOR REINSTATEMENT FOLLOWING A  
LEAVE OF ABSENCE**

A student wishing to return to the College of Graduate Studies following a leave of absence to continue their program of study must:

1. Speak with the Graduate Program Coordinator to discuss reinstatement.
2. Complete this form and submit it to the College of Graduate Studies at <mailto:gradstudies@apsu.edu> at least 14 days prior to the start of the desired semester of return.
3. Submit any necessary supporting documentation (e.g., a doctor's note stating you are ready to return and continue your degree).

**STUDENT COMPLETE THIS SECTION ONLY**

Full Name (please print): \_\_\_\_\_ Major: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Graduate Program Coordinator: \_\_\_\_\_ Degree: \_\_\_\_\_

APSU Email: \_\_\_\_\_

When do you wish to return to your program (semester and year)? \_\_\_\_\_

Student Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Graduate Program Coordinator

Approved for Reinstatement (yes/no)? \_\_\_\_\_

Semester/year approved: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, College of Graduate Studies

Approval of Reinstatement (yes/no)? \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_