

### Leave of Absence Form for Doctoral Degree Candidates

This Leave of Absence form is required for doctoral students who have advanced to candidacy and need to stop out for reasons described in the [Leave of Absence policy](#) in the Graduate Catalog. Submit this form with required signatures to The Graduate College at [gcdsgspcl@txstate.edu](mailto:gcdsgspcl@txstate.edu).

Student Name: _____	Texas State ID: _____
Major: _____	Degree (check one): _____
Texas State Email: _____	Permanent Email: _____
Anticipated Semester(s) of Non-Enrollment (list all that apply): _____	
Reason for Planned Non-Enrollment:	

Are you an International Student?    Yes    No

*NOTE: International students must inform the [International Student and Scholar Services \(ISSS\)](#) if they plan not to enroll in a given semester.*

Please initial next to each item to certify the following information.

\_\_\_\_\_ I have read and understand the [Leave of Absence policy](#) found in The Graduate College catalog.

\_\_\_\_\_ I understand that no support (faculty assistance, university resources, etc.) may be provided to me while on a Leave of Absence from Texas State University.

\_\_\_\_\_ I am responsible for consulting with offices outside of The Graduate College (Financial Aid, Student Business Services, Student Health Center, etc.) about the impact of not maintaining enrollment in my degree program.

\_\_\_\_\_ I am responsible for consulting with the Office of the University Registrar about [withdrawing](#) from any registered courses during the anticipated semester(s) of non-enrollment.

\_\_\_\_\_ I agree to abide by the policy and submit any paperwork and/or fees needed upon my [readmission](#) to Texas State.

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

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

Signatures below indicate the approval of the above recommendation:

Printed Name	Signature	Date
_____	_____	_____
Dissertation Committee Chair/Co-Chair		
_____	_____	_____
Co-Chair (if applicable)		
_____	_____	_____
Doctoral Program Director		

#### For The Graduate College Use Only

Based on the recommendation above, the Doctoral Leave of Absence is **approved**.

\_\_\_\_\_

\_\_\_\_\_

Dean or Dean's Designee of The Graduate College

Date