

Leave of Absence Form for

Master's Degree, Specialist Degree, and Pre-Candidacy Doctoral Degree Students

This is an optional form for master's degree students, specialist degree students, and pre-candidacy doctoral degree students who wish to document their intent not enroll in a particular semester during their degree program. Submit this form with required signatures to The Graduate College at gcdsgspcl@txstate.edu.

Student Name: _____ Texas State ID: _____
Major: _____ Degree: _____
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 discussed non-enrollment with my program advisor (and thesis chair if applicable).
- _____ I understand that no support (faculty assistance, university resources, etc.) may be provided to me while I am not enrolled in coursework at 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 [Leave of Absence policy](#) and submit any paperwork and/or fees needed upon my [readmission](#) to Texas State.

Student Signature: _____ Date: _____

Signatures below indicate receipt of the planned non-enrollment information:

Printed Name	Signature	Date
_____ Graduate Program Advisor (required)	_____	_____
_____ Thesis Chair (required if applicable)	_____	_____