

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 gcdespcl@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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>NOTE: International Students must inform the International Student and Scholar Services (ISSS) if they plan not to enroll in a given semester.</i>	
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)		