

# Post-Candidacy Leave of Absence Form

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The Post-Candidacy Leave of Absence Form is to be completed by students wishing to apply for a leave of absence due to extenuating circumstance during **spring term 2021**. This petition requires a reason for the request, evidence of support from the advisor, and Graduate Studies Committee approval. They will be reviewed on a case-by-case basis and a final decision will be communicated to both the student and the program. The form must be completed and attached to the Committee and Examination Petition in [GRADFORMS](#). See second page for detailed explanations of Student Acknowledgement of Expectations, Program Statement of Support, and Student Progress Report.

Please note that approved leaves of absence are valid for and spring term 2021. After this time, you will need to contact your program in order to establish expectations for your return. Students are strongly encouraged to work with their programs and respective campus units to identify potential impacts associated with leaves of absence, including Student Health Insurance and other university provided benefits. Additionally, please note that this form should not be used to request a withdrawal from a degree program and should not be used by Graduate Associates (GA) requesting a leave from an appointment. More information may be found in the Graduate School Handbook.

Student Name	Graduate Program Name	OSU Name.#
_____	_____	_____
Graduate Advisor Name	Anticipated Graduation	
_____	_____	

## Requesting Leave

### Reason for Leave Request

Medical    Family    Professional Opportunity    Military    Other

### Statement of Justification

The Statement of Justification should include at a minimum: How the completion of degree is being impacted by the reason for a leave of absence and a plan for degree completion upon the student's return from their leave of absence.

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

Advisor/Program Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Acknowledgement of Expectations

By approving this form and the corresponding Committee and Examination Petition in GRADFORMS, the student acknowledges that they will not use the time on a leave of absence to make any progress toward the completion of any outstanding degree requirements. Should it be determined that the student made progress toward degree during an approved leave of absence, the student affirms that they will be responsible for repayment of any back tuition or fees. The student also acknowledges that, during their leave of absence, they will be considered temporarily separated from the University and may not be eligible to access institutional resources and benefits. Further, the student acknowledges that their candidacy period will be paused during their leave of absence and will resume once the leave of absence has ended.

## Program Statement of Support

By approving this form and the corresponding Committee and Examination Petition in GRADFORMS, the student's advisor and graduate studies committee chair acknowledge their support of the student's leave of absence request. They also confirm that they have discussed any potential consequences and impacts associated with the leave (e.g., lack of access to institutional resources and benefits, pause to candidacy, etc.), and that the student may not make progress toward their degree while on leave. Additionally, the advisor and graduate studies committee chair affirm their commitment to the student upon the student's return to the University.

## Student Progress Report

As part of this petition, the program is required to submit a report outlining the student's progress to date. The progress report, also to be attached to the Committee and Examination Petition in GRADFORMS, should include an overview of the student's academic standing, progress made toward degree completion, and all outstanding degree requirements (e.g., remaining credits, courses, publications, scholarly performances or works, etc.) that the student must complete before receiving their degree.

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### Completed by Graduate Program and Graduate School

Graduate Program Approval Yes    No    Date

Graduate School Approval Yes    No    Date