

Pre-Candidacy Leave of Absence Form

The Pre-Candidacy Leave of Absence Form is to be completed by students wishing to apply for a leave of absence due to extenuating circumstance. The form must be completed and attached to the Committee and Examination Petition in [GRADFORMS](#).

Please note that approved leaves of absence are valid for up to one academic year. 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

Dates of Leave From _____ To _____

Reason for Leave Request

Medical Family Professional Opportunity Military

Other _____

Student Signature _____ Date _____

Advisor/Program Signature _____ Date _____

Completed by Graduate Program and Graduate School

Graduate Program Approval Yes No Date _____

Graduate School Approval Yes No Date _____