



# GRADUATE LEAVE OF ABSENCE REQUEST FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

## INSTRUCTIONS FOR COMPLETION & SUBMISSION

*Please read all instructions prior to form submission. Complete all sections.  
Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

## PURPOSE

A documented Leave of Absence (LOA) is necessary to suspend the time limit requirement for the graduate major.

## REQUIREMENTS

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA.

All "I" or "M" grades must be cleared prior to Leave of Absence approval. No exceptions.

## DIRECTIONS FOR INTERNATIONAL STUDENTS

**INTERNATIONAL STUDENTS:** Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

**OIS ADVISOR:** A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.

## PART I: STUDENT INFORMATION

For assistance, please go to the Graduate Major Contact Information site: [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php).

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, digits only, after the "U" (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Registrar's Office, please contact them to update your file.
- **Phone Number:** Input your telephone number. Make sure this is one that we can reach you at easily or leave a message if there are any problems/questions about your form.
- **Email Address:** Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree:** Input your degree (i.e. M.A., M.S.P.H., Ph.D., etc.).
- **Degree Level:** Choose your correct degree level from the drop down box to indicate if your degree is a Master's – Non-Thesis, a Master's – Thesis, or a Doctoral – Dissertation level.
- **International "F1" Student:** Choose YES or NO (if your answer is YES, you must get approval for a Leave of Absence from OIS before submitting this request to the Office of Graduate Studies. OIS approval information is listed above).
- **College & Department:** Abbreviate your college, (i.e., AC, BC, BU, CS, EN, EU, FA, GS, MD, MS, NR, PH, RX) and add your department and major, (i.e. Integrative Biology, Public Health, Teaching and Learning, Mechanical Engineering, etc.).

## PART II: LEAVE OF ABSENCE PERIOD

- **Beginning Academic Semester:** List the first semester and year in which you wish to begin your leave of absence. Attach your letter of request. LOA may be granted for up to two years. Students requiring less than three (3) consecutive semesters of absence do not need an approved LOA if they meet the continuous enrollment requirement (6 graduate credit hours or more over the three semesters prior to the semester that the requested LOA would commence).
- **Returning Academic Semester:** List the semester in which you will return to your studies and register for classes.
- **Instructions for Returning to USF and Registering for Classes:**
  1. Email the Registrar's Office ([asktheregistrar@usf.edu](mailto:asktheregistrar@usf.edu)) no less than two months prior to your returning semester. In the email:
    - Indicate that you have been on an approved leave of absence and you would like to be reactivated. Include your name and USF ID# (DO NOT use your Social Security number.).
    - Indicate the semester that you would like to return and request a registration appointment.
  2. Check OASIS for your registration appointment time and register for classes when applicable.
- **Student Signature:** You must sign and date this form in order for it to be processed.

**Doctoral Students:** If you are a doctoral candidate and you are requesting a LOA of 3 or more semesters, you must submit a Readmission to Candidacy Form for processing and approval through the Office of Graduate Studies or you will not be able to register for dissertation hours (this form must be signed by your Major Professor, Department, and College prior to forwarding to the Office of Graduate Studies. The Readmission to Candidacy Form should be submitted as soon as possible once the registration appointment time has been granted.

## SECTION III: APPROVALS

For assistance, please go to the Graduate Major Contact Information site: [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php).

- **Printed Name/Signature:** Input the appropriate name on the left and obtain the signatures of the faculty members listed.
- **Date:** Ensure that the signers have also provided a date of approval.

## SECTION IV: SUBMISSION INFORMATION/OFFICE OF THE REGISTRAR

- **Timeline for Submission:** Leave of Absence requests should be submitted no later than the semester prior to the requested leave. In the event that this is not possible, the request should be submitted as soon as the student is aware that they will not be able to register for any given semester.
- **Procedure for Submission:** Fill out online form, secure appropriate signatures through College Dean/Associate Dean level, and submit to the Office of Graduate Studies with:
  - Student's letter of request
  - Supporting letters (if applicable)
- **Routing/Approvals:** Once approved by the Office of Graduate Studies, the form is sent to the Office of the Registrar for processing and the form is stored in BDMS.



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International Student?

Yes  No

OIS Approval Signature:

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## SECTION I: STUDENT INFORMATION

Last Name				First Name				USF ID#			
Street Address				City				State		Zip Code	
Email						Phone Number					
Degree (i.e., M.A.)				<input type="checkbox"/> Master's – Non-Thesis		<input type="checkbox"/> Ed.S.		<input type="checkbox"/> Pre-Candidacy (6D)			
				<input type="checkbox"/> Master's – Thesis		<input type="checkbox"/> Doctoral		<input type="checkbox"/> In Candidacy (6C)			
Degree Level				For Doctoral Only							
Major				Department				College			

## SECTION II: LEAVE OF ABSENCE PERIOD

The maximum time limit for a Graduate Leave of Absence is two (2) academic years.

Beginning Academic Semester: (first semester of leave, attach letter of request)	<input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer			
	Semester			Year
Returning Academic Semester: (you must register for classes in this semester)	<input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer			
	Semester			Year

**Doctoral Candidates** – must submit a Readmission to Candidacy Form, if applicable, for approval before registration

Student Signature		Date	
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## SECTION III: APPROVALS

<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Major Professor		Signature	Date
	Co-Major Professor		Signature	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Department Chair/Director		Signature	Date
	College Dean/Designee		Signature	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Graduate Studies Associate Dean/Designee		Signature	Date

## SECTION IV: OFFICE OF THE REGISTRAR

Entered into the General Student Record:			
		Signature	Date