

### LEAVE OF ABSENCE REQUEST

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ BGSU ID: \_\_\_\_\_

Degree:  Doctoral  Master's  Specialist  Certificate Program: \_\_\_\_\_

Semester Requested Leave Will Begin:  Fall  Spring  Summer Year: \_\_\_\_\_

Semester of Planned Return to BGSU (maximum of 3 consecutive semesters):  Fall  Spring  Summer Year: \_\_\_\_\_

Reason for Request: Please do not include personal health information or other sensitive details.

As a student with an approved leave of absence (LOA), you should be aware that:

- You are not permitted to take classes, use university services, or fulfill any BGSU degree requirements during an approved LOA.
- Your time-to-degree clock will pause during an approved LOA.
- You must complete the withdrawal process if you are enrolled in courses, as an approved LOA does not affect your registration status.
- You are responsible for resolving all issues related to registration, financial support, federal financial aid, and any outstanding balances owed to the university.
- You should consider the potential implications of a leave on matters such as immigration status, health insurance, and loan repayment.
- Leaves approved under this policy do not constitute a leave of absence for federal financial aid purposes.
- You must complete a Reactivation Request Form at the end of your leave.
- **If you do not return to the graduate degree program within the approved period, you will be considered as having withdrawn from the university and will need to complete the appropriate admission process if you later desire to return.**
- *Military Personnel:* If you are deployed, the Graduate College will follow regulations for military leave of absence in accordance with Ohio Revised Code 3345.53.
- *Thesis and Dissertation Students:* You will not be required to register for 6990/7990 credits during an approved LOA.
- *Graduate Assistants:* Your graduate assistantship will be terminated, and you may not work when you are not enrolled in courses.
- *Tuition Scholarship Recipients:* Any course that is repeated due to withdrawal cannot be funded by tuition scholarships.

**Graduate Program Coordinator Approval:**

Date

The signature of the Graduate Program Coordinator indicates support of the student leave request.

**Graduate College Decision:**

Select...

**For Graduate College Use Only:**

- Current Program Code \_\_\_\_\_
- BGSU Credits Completed to date \_\_\_\_\_  Current BGSU CGPA \_\_\_\_\_
- Registration Hold Placed in CSS \_\_\_\_\_
- Funding Reviewed/Canceled