LEAVE OF ABSENCE FORM

Submit this form to the Valley City State University, Office of Graduate Studies and Research. graduate@vcsu.edu
Office: 701.845.7303 Fax: 701.845.7305

Last Name    First Name    Student ID Number    Email During Leave Period

Mailing Address
| Street Address | City | State | Zip |

Home Phone    Work Phone    Adviser    Concentration

Reason for Requesting Leave:

Indicate the terms you will be on leave. Note: A student may apply for a maximum of three (3) academic terms of leave including summer semester during the course of study for the degree.

☐ Fall _______ Year    ☐ Summer _______ Year
☐ Spring _______ Year    ☐ Fall _______ Year
☐ Summer _______ Year    ☐ Spring _______ Year
☐ Fall _______ Year    ☐ Summer _______ Year
☐ Spring _______ Year

I certify that I have read and understand the VCSU Continuous Enrollment Policy below and also understand that I must be enrolled for a minimum of one (1) credit hour whenever I am using University resources. A student on approved leave of absence does not have access to University resources.

Student Signature (typed if sent by email) ___________________________ Date ___________________________

GRADUATE SCHOOL ACTION

☐ Approved    Number of terms used ___________________________ Remarks:
☐ Denied    Student must register: ___________________________

Term and Year ___________________________

Signature of Graduate School Approval ___________________________ Date ___________________________

VCSU Continuous Enrollment Policy

1. All enrolled students pursuing a Master’s degree will maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registration during each semester (fall, spring, and summer) of the academic year until the degree is attained or until status as a degree-seeking graduate student is terminated through an official University withdrawal.

2. With continuous enrollment, graduate students will have “active” status until the degree is conferred and have the option of continuous access to University services and resources – such as financial aid, advisor assistance, and information resources – throughout their graduate careers. Continuous enrollment credit does not count toward graduation requirements.

3. Minimum registration: Unless on approved Leave of Absence a student must be enrolled in a minimum of one semester hour each semester until his/her degree is granted or the student’s status as a degree seeking student is terminated.