

INSTRUCTIONS FOR COMPLETING FORM GS-LoA

Degree-seeking graduate students will use Form GS-LoA to request an official leave of absence from studies for compelling personal, family, medical, or professional reasons.

Before completing Form GS-LoA, please read the Graduate School's policies and procedures pertaining to Leave of Absence, Continuous Enrollment, and Readmission. These topics are searchable and listed in the table of contents of the *Graduate School Policy Handbook*, available online as a PDF at http://www.clemson.edu/graduate/files/pdfs/gs_policy_handbook.pdf.

This form is designed to be completed and transmitted electronically as a PDF completed on-screen, forwarded to signees and digitally signed by all designated parties, and submitted to the Graduate School as an email attachment. It may also be completed and delivered by the alternate methods described.

For online submission: Once you have completed this form and obtained all the necessary signatures from your advisor and/or program coordinator, click the button below to email this form to the Graduate School.



For online completion with manual submission: You may print and complete the form by hand, obtain signatures from all designated parties, and then scan the form and send it as an email attachment to GS-LoA-form@lists.clemson.edu

For manual submission: Alternately, your completed, signed form may be delivered as hard copy to the Graduate School at this address:

**The Graduate School
Clemson University
E-108 Martin Hall
Clemson, SC 29634-5713**



GS-LoA — REQUEST FOR LEAVE OF ABSENCE

Return this form to The Graduate School, E-108 Martin Hall, or email to GS-LoA-form@lists.clemson.edu

Name: _____ Cell phone: _____

Email: _____ XID#: _____ Domestic International student

Master's/Specialist's PhD Program _____

Address while on leave: _____
Street / city / state / country

Term(s) of requested leave:

FROM Spring Summer Fall _____ **TO** (returning term) Spring Summer Fall _____
year year

Month/day leave starts, if known: _____

Reason for requesting leave: Medical leave (*please attach documentation*)
 Other (*please describe on next page*)

I have discussed my financial support for my return with my program coordinator. I understand that my financial support (assistantship, traineeship, fellowship): **will** be available upon my return;
 will not be available upon my return; I do not have financial support from the department or program.

I have discussed my intended leave of absence with my advisor and/or program coordinator, and (if I am an international student holding an F-1 or J-1 visa) with an International Services advisor, as indicated by the signature(s) below.

I have at least a 3.0 GPA and have passed/completed all program requirements to date (comps, qualifiers, etc.).

I understand that while on leave I may not utilize Clemson University resources including laboratory facilities, recreation, or health and wellness facilities.

I have read the Leave of Absence, the Continuous Enrollment, and the Readmission policies in the **Graduate School Policy Handbook**. I understand the consequences of failure to adhere to these Graduate School requirements.

Signature of student _____ Date _____

Advisor (print name) Signature Date

Program Coordinator (print name) Signature Date

International Services Advisor (print name, if applicable) Signature Date

To be notified by email after approval: _____
Department Head (print name and email)

GRADUATE SCHOOL ACTION: Leave approved Leave not approved

Comments: _____

Graduate School Dean signature Date



GS-LoA — REQUEST FOR LEAVE OF ABSENCE (continued)

Explanation for requesting leave (continued from previous page):

