Graduate Student Request for Leave of Absence
Form Documentation

Table of Contents
General Information........................................................................................................................................... 2
Form Authentication and Required Fields.................................................................................................. 2
  Authentication ........................................................................................................................................... 2
  Required Fields ..................................................................................................................................... 3
  Medical Leave of Absence ..................................................................................................................... 3
  Student Departmental Advisor ........................................................................................................... 4
Form Submission .......................................................................................................................................... 6
Request Submission Notification ............................................................................................................. 7
Approvals .................................................................................................................................................. 7
General Information

Current degree-seeking graduate students may use this form to request an official leave of absence from studies for compelling personal, family, medical, or professional reasons.

This request must be submitted by the last registration day for the initial term of absence. The student's account will be deactivated if the student is not enrolled or on an approved leave.

Please refer to the Graduate School's policies and procedures pertaining to Leave of Absence, Continuous Enrollment, and Readmission in the Graduate School Policies & Procedures Handbook.

This form is intended to be filled out by the student and not a proxy of the student.

Form Authentication and Required Fields

Authentication

Authentication for submitting a request for leave of absence is based on an accurate combination of the student's username and their XID. Only a correct combination of these two factors will allow the request to be submitted.

When a correct username and XID are included the form will auto-fill the name of the student:

![Automatically filled form](image)

An incorrect combination will not allow the form to submit and can be identified by the Name field being blank.
Required Fields

All fields are required; with the exception of the GPA acknowledgement checkbox. When the form is submitted with incomplete data, the missing fields will change to red, and the form will not allow submission.

The Comments box will be required if the “Other” radio-button is selected as an option for the Reason for requesting leave.

Medical Leave of Absence

A Medical leave of absence requires documentation.

You will need to provide written documentation from your physician on your physician’s official letterhead indicating the need for you to take a Medical Leave of Absence.

Please email the documentation as soon as possible to:

GS-LoA-form@lists.clemson.edu
Alternatively, you may deliver a hard copy of your documentation to:

The Graduate School
Clemson University
E-106 Martin Hall
Clemson, SC 29634-5713

Student Departmental Advisor

You must select a departmental advisor to be notified of your request.

The “From term” data must be filled in before the advisor list will generate any names.

The “From term” cannot be a term prior to the first term the student was enrolled as a graduate student. The form will only allow a “From term” up to two years prior to the current term and a “To term” two years later than the selection made for the “From term”.

Click the “here” link to select an advisor.

The advisor list populates with all individuals who have graduate faculty status in the student’s curriculum department:
Select a name from the list by clicking on the name of the chosen advisor.

The advisor name will populate back to the form:
Form Submission

Once all fields have been filled in, click the submit button to submit the request.

You will be asked to verify your submission. Your verification pop-up may look different depending on the browser and browser settings you are using.

You will be redirected to the Graduate School homepage.

https://www.clemson.edu/graduate/
Request Submission Notification

After submission, you will receive email notification to your Clemson University email address, summarizing your request. Do not respond to this message.

Your curriculum department chair and your curriculum department reviewer will also receive notification regarding the request.

Approvals

Once the request is submitted, the request routes to the following roles for approval, in this order:

The academic advisor selected on the form
The curriculum Program Advisor
The International Student Advisor (for international students only)
The Graduate School

Upon final approval or denial, the student receives notification of the action.