Master's Student
Request for Leave of Absence

California State University
SAN MARCOS

A graduate student may request a leave of absence by submitting a Graduate Student request for Leave of Absence form to Cougar Central before the end of the add/drop period of the semester for which the leave is being requested.

Conditions:
1. Master's students must be in good academic standing (cumulative GPA of 3.0 or better)
2. The graduate student must have completed at least six credit hours of CSUSM coursework toward the Master's degree.

Limitations
1. A Master's Student may be granted leave status for a maximum of two regular semesters (fall or spring)
2. Authorized leaves do not extend the time limit for completion of the Master's degree
3. A Master's student on leave does not qualify for supervision from faculty. Use of other University resources may also be restricted.
4. A completed thesis or final project will not be accepted during a leave.

Additional Notes
1. An authorized leave preserves the election of curriculum rights regarding catalog requirements
2. If the student registered for classes in the same semester as the requested leave of absence, upon leave processing, the student will be administratively dropped from those classes.

Semester(s) of Leave Requested	☐ Spring:	Year	Master's Program:	
	☐ Fall:	Year		
Last Name:	First Name:			Middle Initial:
Student ID#:	Telephone:			
Reason:				
_____ Student Signature			_____ Date	

Master's GPA:	Master's Units Completed are more than 6 units: ☐ Yes ☐No
Last Semester of Attendance:	
Remarks:	
_____ **Graduate Program Coordinator Signature**	_____ Date

NEW! Attach a copy of Student Transcript or Course History with Request

Revised 2/10   **Original:** Cougar Central