

childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.

1. An approved leave of absence stands in lieu of registering for the minimum of 1 credit for each semester for which the leave of absence is granted. During a leave of absence, students may not use KSU facilities, resources, or services designed or intended only for enrolled students; receive a



Last Name:

First Name:

KSU #:

KSU Email:

Graduate Program:

Nonimmigrant students and their dependents must maintain an appropriate visa status at all times. Additional information is available from the International Student and Scholar Services Office at KSU.

Are you a U.S. permanent resident? Yes No If so, indicate visa type:
Will you remain in the U.S. during this period? Yes No If no, I will depart the U.S. on and
return on

All requirements for a master's degree must be completed within six years (ten years for doctoral degree, however, check for program specific requirements), beginning with the first registration in graduate-level classes following admission to the program. By completing this form, you are asking for an exception to this policy. Before requesting an extension for time to degree, all students are advised to consider the effects of an extension. It is extremely important to talk with your academic advisor prior to completing the form.

Indicate the term in which you started the graduate program at KSU

Fall Spring Summer Academic Year

Indicate the term in which you anticipate completing the graduate program

Fall Spring Summer Academic Year

Please state your reason for extension, attach additional pages if necessary.



Be signing below, I certify that the information contained on this form is true and accurate. I understand that misrepresentations of this may result in academic disciplinary actions against me.

Student Signature:

Date:

Graduate Program Coordinator Name:

Signature:

Date:

The Graduate College