



The Graduate School
New Mexico State University
P.O. Box 30001 MSC 3-GS
Las Cruces, NM 88003-8001
Phone: (575) 646-5746 • Fax: (575) 646-7758

Graduate Policy for "Leave-of-Absence" from the Graduate School

Students who are working on advanced degrees and have an interruption in studies should request a "leave-of-absence" through their department head. Once completed, the form must then be emailed to: gradinfo@nmsu.edu. The request should include the beginning date and the anticipated ending date the period of absence.

A graduate student on "leave-of-absence" will be expected not to use university facilities and place no demands upon the university faculty and staff, and, therefore will pay no fees. Time spent in the "leave-of-absence" status will not be counted toward the advanced degree time limits.

A graduate student who fails to obtain a "leave-of-absence" from the Graduate School will be considered withdrawn from the university by the Graduate School. In order to resume studies after such absences, the student must go through the formal readmission process.

For medical leave, please contact the Registrar's office at 575-646-3411, registra@nmsu.edu, Educational Services Building, Suite 200.

For military withdrawal, please contact Military and Veterans Programs at 575-646-4524, mvp@nmsu.edu, Corbett Center Student Union, Room 244.



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Leave of Absence Request Form

Student Last Name		Student First Name	
Aggie ID		Student Email	
Primary Contact No.		Secondary Contact No.	
Department I		Department II	
Leave Request Beginning Date		Leave Request Ending Date	

Reason:

Code	Description	Code	Description
A	Academic Research	I	Illness
B	Maternity	M	Military
C	Peace Corp	P	Personal/Financial
F	Family Obligations	<i>Please select appropriate code for corresponding leave:</i>	
H	Hospitalization		

Approvals	Print or Typed Name	Signature	Date
Student			
Advisor I			
Advisor II			
Department I Head			
Department II Head			
Graduate School			

Processed by: _____

Date: _____

Email completed form to gradinfo@nmsu.edu