

# Graduate College Leave of Absence

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## 3.4. Leave of Absence

Students may file a Request for Leave of Absence (<https://powerforms.docusign.net/dfe263d9-611c-4814-a1ef-14376c97f7e8?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) from their graduate program for up to two years. Forms must be received by the Graduate College prior to the Enrollment Census date and can be submitted only if the student is not enrolled or has withdrawn to zero credits (see Academic Calendar (<https://www.ndsu.edu/onestop/dates/calendar>)).

- Filing a Request for Leave of Absence ensures that you will not need to register for semesters in which leave was approved. To re-enroll (within the two- year limit), submit the Request for Reactivation (<https://powerforms.docusign.net/8e0410f1-3331-4b61-a369-85780b99e512?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>).
- Any approved leave of absence does not amend the seven- or ten-year coursework completion deadline.
- Students who do not maintain continuous enrollment and fail to file for a leave of absence with the Graduate College must submit the Request for Reactivation (<https://powerforms.docusign.net/8e0410f1-3331-4b61-a369-85780b99e512?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form and enroll in at least one credit per missed semester (fall and spring) up to four credits.
- Students who do not re-enroll within the two year limit are required to reapply to the Graduate College.