

February 2009

To All Graduate Students Currently On Term Leave Of Absence:

Under the procedures adopted by the Deans, graduate students on Term Leave of Absence are required to inform their departmental chairs in writing of their expected status for the forthcoming academic year.

Enclosed is the form to be used in meeting this requirement. Please complete it and mail it directly to your department chair NO LATER THAN JUNE 22, 2009. After your academic records and request are reviewed, you will be informed of your approved status for the 2009-2010 academic year.

If you request and receive permission to continue on Term Leave of Absence, no further action will be necessary on your part until just before the expiration of your leave.

If you will be resuming registration as a resident student, fall term registration materials will be sent to you in July 2009 via your department.

If you apply and receive permission to change your status to that of a non-resident student, fall term registration materials will be sent to you in July 2009 at the address you list on the application for non-residency.

Please note that under these procedures, all resident and non-resident graduate students must complete registration and **pay all fall term fees by Tuesday, September 1, 2009** or the late registration and late payment fees will apply.

**Important Notice:** If you are an International Student, your application must have an approval signature from the Office of International Student Scholar Services before it can be approved. Also, if you request a leave of absence for medical reasons, you must include a letter from your physician with the request. The physician's letter must state the reason for your leave, a recommended time frame, and the expected outcome.

Betsy L. Paul  
Associate Registrar

Enclosure  
cc: Department Chair