



**Leave of Absence Request**  
**Instructions for Completion & Submission**  
**USF St. Petersburg Office of Graduate Studies**  
140 Seventh Avenue South, BAY 204  
St. Petersburg, Florida 33701-5016  
Telephone: (727) 873-4567 Fax: (727) 873-4889  
[www.stpete.usf.edu/spgrad](http://www.stpete.usf.edu/spgrad)



**Please read all instructions prior to form submission!**  
**Please complete all sections**  
**Incomplete forms will be returned and delay processing!**

### **PURPOSE**

A documented Leave of Absence is necessary to suspend the time limit requirement for the period of the leave. This form should be filled out for *any* semester(s) that a student will not be able to register, and should be submitted at least one semester *prior* to the first semester of the requested leave.

**All "I" or "M" grades must be cleared prior to Leave of Absence approval. No exceptions.**

### **COMPLETING LEAVE OF ABSENCE REQUEST**

#### **PART 1. STUDENT INFORMATION**

- **Name.** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, digits only, after the "U" (*DO NOT put in your Social Security Number*).
- **Address:** Input your current mailing address. If this is different from what is on file in the Registrar's Office, please contact them to update your file.
- **Telephone Number:** Input your telephone number. Make sure to use a number where you can be reached easily or leave a message if there are any problems/questions about your form.
- **Email Address:** Input your email address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent out in a timely manner.
- **Degree:** Input your degree (*i.e. M.A., M.S.P.H., Ph.D., etc.*).
- **Degree Level:** Enter