PennState
J. Jeffrey and Ann Marie Fox
Graduate School

CLEAR FORM

# Extended Absence with Course Drops Form

**Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Graduate Building, University Park, PA 16802-3396; (814) 865-1795**

Graduate School Administrative Policy GSAD-906 – If an extended absence (>3 weeks) is needed, or when a Short-Term Absence unexpectedly extends longer than three weeks, the graduate student should make the request known to his/her adviser and Graduate Program Head as promptly as possible. If the expectation is that the coursework for the semester cannot be completed by the deferred grade deadline, the student will drop all courses for the current semester and be approved for an Extended Absence with Course Drops. An Extended Absence with Course Drops is recorded in the student information system as a Leave of Absence.

Graduate Student Last Name _____ Graduate Student First Name _____ Middle Initial _____ Penn State 9-Digit ID _____

Extended Absence Start Date _____ Return Semester (return semester must immediately follow end of leave) _____

**Students**: Prepare a written reason for the request in consultation with your adviser and/or committee chair. Provide written documentation with this form to your **Graduate Program Head**.

## Semester Withdrawal

I elect to withdraw from the Pennsylvania State University with the understanding of the following:

- I am withdrawing from all my credit courses as of the date this form is received by Graduate Enrollment Services.
- I acknowledge that withdrawing from the semester results in a "W" symbol being recorded as the course grade(s) on my transcript.
- My student record will remain active during the Extended Absence, and I will not need to complete a Resume Study application to enroll in future courses.
- In the case of a summer-only withdrawal, fall registration will not be cancelled and a Resume Study application is not necessary.
- I understand that if I have borrowed federal or University loans during my career at Penn State, and I withdraw, even for just one fall or spring semester, that I will be required to complete Exit Counseling at studentloans.gov in order to fulfill University Policy and federal regulations. If I do not complete Exit Counseling, registration and transcript holds may be placed on my academic records.

Semester: _____ Year: _____ Reason: ☐ Medical* ☐ Other

Graduate Student Signature: _____ Date: _____

*For the policy regarding medical tuition adjustments, please visit the Office of the Bursar's website.

**Graduate Program Head** – submit form, along with a memo including the following information to Graduate Enrollment Services:

- The reason for the request,
- Start and end date of absence,
- A written summary of the remaining requirements for the degree, and
- A statement indicating whether or not they support the request and if not, why.

**Submitted by**:
**Graduate Program Head signature**: _____ Date: _____