



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. Students must submit a formal letter through their department head to the Dean of the Graduate School; an email will not be accepted. The request should include the beginning date and the anticipated ending date for 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A graduate student who fails to obtain a leave of absence from the Graduate School will be considered withdrawn from the university by the Graduate School.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:

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