The Ohio State University College of Nursing Graduate Program
Request for Leave of Absence (LOA) From the Program of Study

A student who needs a LOA, for any term including “Summer”, must notify his or her advisor and the Graduate Studies Committee (Chair).

Please note: taking an LOA may alter the availability of clinical placement sites.

To have Request for Leave of Absence reviewed, the Graduate Studies Committee Chair must be in receipt of this form (with student’s name, advisor, advisor’s signature and effective dates of LOA) and a letter detailing the following information:

- Earned grade(s) to-date, listed on an Advising Report
- How many more credit hours do you need to satisfy your degree requirements?
- Course title(s) and course number that must be revised in your program of study.
- How will your proposed program of study meet your degree objectives? And when do you propose to graduate?

Submit one copy (per petition) electronically as a single scanned pdf or MS Word document, with all supporting materials, to CON-gradrecords@osu.edu

- or -

Submit complete petition documents to Graduate Student Records, 109 Newton Hall

Emails may be submitted in place of the required signatures.

Student Name_____________________________________________________
Advisor __________________________________________________________
Advisor Signature _______________________________________________________
Last term of enrollment _______________________________
Returning term ______________________________________

Prior to the returning term, the student on LOA will be required to obtain permission from the Graduate Studies Committee (Chair) to reactivate and return to the program. Permission is contingent upon space in the specialty, and will be determined by the relevant specialty director and the Graduate Studies Committee Chair.

Graduate Studies Committee Use Only

Graduate Studies Chair ___________________________ Date ______________

Notify: student, advisor, SPD, Records Office