



Grad Student Leave of Absence Checklist

College of Agriculture and Natural Resources

Student should initial that they understand the following policies, procedures and processes, as well as their specific time limits. Additionally, it is recommended that a memo for the student's file detail any other agreements or understandings regarding funding, committee member commitments, etc.

General Information:

Name: _____ Department: _____
 PID: _____ Major: _____
 Semester Admitted: _____ Degree: M.S.-A M.S.-B Ph.D.

Time Limit. Graduate students have a limited time to complete their degree requirements.

Student initials

_____ Semester of first class: _____
 _____ Comprehensive Exam deadline: _____
 _____ Degree Completion deadline: _____
 _____ Time Extension Process See Graduate Handbook.

MS Time Limit Policy: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=386>
 PhD Time Limit Policy: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=406>

Graduate Assistantship. Duties may be reduced or completely waived, as necessary. If the student remains enrolled, the stipend shall be paid for a period of two months or until the end of the appointment period, whichever occurs first.

Student initials

_____ Graduate Assistant Leave Policy
 Policy: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=351>

Health Insurance. Health insurance coverage may be dropped if the student's employment as a graduate assistant or other employee classification is reduced or ended. Graduate assistants must work at least 53 days in fall or spring semesters to be eligible for insurance.

Student initials

_____ Graduate Assistant Leave Policy
 Policy: <https://www.hr.msu.edu/benefits/graduate-assistants/health/index.html>

Re-admission to MSU. If a student has not registered for three consecutive semesters, including summer semester, they must apply for re-admission to MSU and the graduate program. There is no guarantee of re-admission.

Student initials

_____ Application for re-admission policy

Policy: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=331>

Acknowledged:

_____ Student Date

_____ Major Professor Date

_____ CSUS Graduate Program Coordinator: Gail Vander Stoep Date

_____ CSUS Department Chair: Rebecca Jordan Date