

**REQUEST FOR PAUSE IN DEPARTMENT FUNDING**

Graduate students may request to have their departmental funding paused for either one or two semesters for any of the following reasons:

- Medical or family issues incompatible with typical progress in the program;
- Self- or externally funded fieldwork that requires them to be away from campus (e.g., a Fulbright scholarship), or
- Opportunities for relevant professional experience (e.g., internships).

The pause in departmental funding is for a maximum of two semesters. Requests for extensions will be considered on a case-by-case basis, but are not guaranteed.

**Please fill out the following information:**

Student Name \_\_\_\_\_ Email \_\_\_\_\_

Timeframe for funding pause (how many and which semesters)

**Indicate you recognize the following details:**

I understand that I will still be enrolled in the program, and it is my responsibility to pay for tuition each semester not covered by a PSU-paid stipend.

I understand that I will need to purchase health insurance during the funding pause.

I understand that discretionary lab funds do not extend beyond the time period excluding the pause (2-year M.S., 4-year Ph.D., 5-year Ph.D.).

Requests to pause departmental funding will go to the Graduate Program Officer and must be approved by the Department Head. In the case of fieldwork and relevant professional opportunities, the student's master's program committee or doctoral committee will make a recommendation to the Department Head regarding the request. If approved, such pauses in departmental funding will not count against the student's expected total support from the Department.

Students who pause departmental funding for the academic year (July to June) or for only the spring semester will resume their funding by signing their annual contract, and must do so by April 15. Students who pause departmental funding for the calendar year (January to December) or for only the fall semester must resume their funding by filing a formal letter with the Graduate Program Officer by November 15.

Requests that do not fit these guidelines may still be directed to the Graduate Program Officer, in consultation with the student's thesis/dissertation advisor.