A. APPLICABILITY/ACCOUNTABILITY:
This policy applies to all graduate students requesting a leave of absence from a graduate program.

B. POLICY STATEMENT:
A graduate student may apply for a leave of absence through the end of the drop/add period as noted of the Academic Calendar of the semester in which the student wishes to begin a leave of absence. A leave of absence may be granted for up to three consecutive semesters, not counting summer semesters. A student must be in Good Academic Standing to be eligible for a leave of absence. A student enrolled under conditional status is not eligible for a leave of absence.

A leave of absence will generally be granted in cases involving personal hardship or family need. Academic standing is not considered a valid reason for granting a leave of absence. A student granted a leave of absence retains his/her enrolled student status. However, an approved leave of absence does not increase or alter the time limits for degree completion.

C. PROCEDURES:
1) The student must complete and submit a Leave of Absence Request Form to the Office of the University Registrar.
   a) The student must obtain approval and signatures from the student’s Faculty Advisor and the Provost or Provost’s designee. The Provost or Provost’s designee’s decision is final.
   b) If the student is receiving financial aid, the student must contact the Office of Financial Aid to obtain a signature and to learn what effect the proposed Leave of Absence will have on the student’s financial aid, if any.
   c) If the student is an international student, the student must consult with and obtain the approval and signature from the International Student Office. The student must also educate him/herself on the impact the leave of absence will have on the student’s immigration status and permission to live in the United States.
2) The Office of the University Registrar must receive the student’s completed Leave of Absence Request Form by the end of the drop/add period as noted on the Academic Calendar for the semester in which the student wishes to begin the leave of absence.
3) The Office of the Registrar makes a note of the approval or denial of the student’s request in the student’s academic record.
4) Upon return from an approved leave of absence, the student must meet with his or her Faculty Advisor before registering for courses.