

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Leave of Absence from Graduate Program
FPU Policy Number: FPU-5.0106AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 26, 2016
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive Vice President

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.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU 5.0106AP	
<u><i>Chris Dabzalla</i></u>	<u>1-19-2016</u>
Initiating Authority	Date
<u><i>Walter Powell</i></u>	<u>1-15-16</u>
Academic Policies Committee Chair	Date
<u><i>Chris Dabzalla</i></u>	<u>1-19-2016</u>
Vice President of Academic Affairs	Date
<u><i>Man</i></u>	<u>1/24/16</u>
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date