

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Leave of Absence from Graduate Program
<b>FPU Policy Number:</b> FPU-5.0106AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> January 26, 2016
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> 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.: <u>FPU-5.0106AP</u>	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
<p><b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b></p>	