



Leave of Absence from a Graduate Program # 380.048

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| INITIAL EFFECTIVE DATE: June 2012 | LAST REVISION DATE: February 26, 2026 | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT University Graduate School |
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POLICY STATEMENT

A student who finds it necessary to be excused from registration in a graduate degree program for three consecutive terms, or one term in the case of students subject to continuous enrollment, must formally request a leave of absence from the graduate program. Leave time must be requested prior to the beginning of the anticipated leave time and must be approved by the program director or chairperson of the department, the dean of the appropriate school or college and the Dean of the University Graduate School.

Leave will generally be granted in cases involving personal hardship or family need. Academic standing is not considered a reason for granting a leave of absence.

A leave of absence will not be granted for students currently enrolled with conditional status.

A graduate student who returns from a leave of absence may be required to make changes to their research committee and/or research plan due to changes that have occurred in their absence.

Leave of absence does not affect time limits for graduate degree completion (#380.080)

SCOPE

Faculty, graduate students, and University Graduate School administration.

REASON FOR POLICY

This policy sets forth the conditions for students to request a leave of absence from a graduate program.

| DEFINITIONS | |
|--------------------|--------------------|
| TERM | DEFINITIONS |
| N/A | N/A |



ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

Policy #380.080 Time Limits for Graduate Degree Completion

CONTACTS

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11200 SW Eighth Street -Marc 430
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HISTORY

Initial Effective Date: Originally 4.2.9 LEAVE OF ABSENCE (effective 3/28/89) from Graduate Policies and Procedures Manual.
Review Dates (*review performed, no updates*): January 31, 2024
Revision Dates (*updates made to document*): March 9, 2023; February 26, 2026.