



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
LEAVE OF ABSENCE FROM A GRADUATE PROGRAM	June 2012	380.048

POLICY STATEMENT (R*)

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.

HISTORY (R*)

Originally 4.2.9 LEAVE OF ABSENCE (effective 3/28/89)) from *Graduate Policies and Procedures Manual*.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
Modesto A. Maidique Campus
11200 SW Eighth Street - PC 230
Miami, Florida 33199
Telephone: (305) 348-2455

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***R = Required *O = Optional**