



Leave of Absence from a Graduate Program # 380.048

INITIAL EFFECTIVE DATE: June 2012	LAST REVISION DATE: March 9, 2023	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.

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

N/A

CONTACTS

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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