Leave of Absence (G)

Key Terms

Leave of Absence
The student anticipates a need to discontinue enrollment for one or more semesters.

Active Duty Leave or Withdrawal
Students who are members of the US Military (e.g., Reserve or National guard) may be called into active duty by the government. As a result of the assignment, the student may need to request an active duty leave or may decide to withdraw from the University.

Contact Advisor and Director of Graduate Studies
Students considering a leave of absence that will result in a break in enrollment of one or more semesters must first contact their graduate advisor and the academic program’s director of graduate studies to inform them of their intent, the reason requesting leave and the expected duration.

Letters to the Office of Graduate Studies
After approval of the leave at the academic program level, the director of graduate studies and the student will submit letters to the associate vice chancellor for graduate studies. The DGS letter will verify that the academic program has been informed and that a leave of absence has been approved. The letter from the student will provide an explanation for the request as well as the anticipated departure and return date.

Resolving Financial Support Responsibilities
It will be the responsibility of students to resolve all issues pertaining to their support (e.g., research or teaching assistantship, scholarship) with their advisor or other relevant authority before departure. These issues include the date when support will be terminated and whether or under what conditions the student will be reinstated for support upon their return.

Notification for Re-Entry
Before the completion of the Leave of Absence, the student must notify the academic program’s director of graduate studies and the Office of Graduate Studies so that the re-entry process can be initiated.

Contact with the University During Leave
Students on a Leave of Absence may not make significant use of University resources and services or engage in significant consultation with the faculty.

Extension of Degree Time, Continuous Enrollment
Time spent on leave does not automatically extend limits for completion of the graduate degree but can be considered in a request for an extension.

International Students
International students in F-1 and J-1 non-immigrant status must also obtain authorization from the International Center before the initiation of a Leave of Absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions.

F-1 and J-1 students approved for a leave of absence may not remain in the United States during the leave period unless authorized by the International Center. For students who must depart the United States, leave periods exceeding five months will necessitate updated student immigration documentation for re-entry.

All international students considering a leave of absence should meet with an international student advisor to determine the appropriate steps to safeguard their immigration status.

Doctoral students who are required to maintain continuous enrollment may petition for an exception to this policy while they are on an approved Leave of Absence.