

# Educational Leave of Absence

## Graduate Students

### Eligibility and requirements:

The approved leave form must be submitted by the first day of the term the leave begins.

Students must be eligible to enroll in the term the leave begins.

We highly encourage students considering a Leave of Absence to discuss their particular situation with Financial Aid prior to their leave.

Student cannot be enrolled in the term the leave begins

### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student EMPL ID (9 digits) \_\_\_\_\_ Phone \_\_\_\_\_ Major \_\_\_\_\_

**INTERNATIONAL STUDENT**

### Request

Reason for Leave \_\_\_\_\_

Term Beginning \_\_\_\_\_ Term Returning \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have been assigned a graduation term, please indicate your expected degree completion date \_\_\_\_\_

If your leave extends beyond your expected graduation date, a new Change of Degree Completion Date form is required before the leave can be processed.

### Additional Approvals

Graduate Coordinator Printed Name \_\_\_\_\_

Graduate Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Research and Graduate Programs Printed Name \_\_\_\_\_

Dean of Research and Graduate Programs Signature \_\_\_\_\_ Date \_\_\_\_\_

## Educational Leave of Absence policies

- A Planned Educational Leave must be for a purpose that contributes to the student's educational objective and is approved by the Graduate Coordinator and the Dean of Research and Graduate Programs.
- The student must be eligible to enroll for the term in which the leave begins.
- The application for Educational Leave must be initiated and approved before the leave begins and will not be granted retroactively.
- A student on Educational Leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.
- Financial Aid recipients must inform the Financial Aid Office.
- A student on Educational Leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.
- No more than two leaves will be available to each student (totaling a maximum of 8 terms).
- To change the length of a leave an approved leave request form with the revised return date must be submitted.
- Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.