

Leave of Absence Policy for Ph.D., Ed.D., and M.F.A. Students

Students enrolled in a degree program who do not expect to make progress toward their degree for a period of time must notify their program that they intend to take a leave of absence for up to one year. Leaves of absence may have more restrictive guidelines in some programs; consult your school or college document. Students on a declared leave of absence are understood to not be actively working on any degree components and may not make use of university resources and services or engage in significant consultation with the faculty.

To declare a leave of absence, a student shall submit to the departmental graduate chair or director of graduate studies a written request stating the expected duration of the leave. Leaves of absence must be declared prior to the start of the effective term of the leave. Departments should have in place a plan to address any incompletes at the time leave is undertaken. Official leaves will be documented for the student in writing, with a copy forwarded to the college office and the Graduate College for recording in the student's file.

It is the responsibility of the student to resolve all issues pertaining to financial support, federal financial aid, and any outstanding debt to the University prior to a leave of absence. Prior to the completion of the leave of absence, the student must notify the departmental graduate chair or director of graduate studies so that the reentry process can be initiated.

A leave of absence does not automatically extend the time limit for completion of a degree. For limits and extension procedures, see the degree time limit for master's and doctoral degrees in the [Degree Requirements](#) section of this catalog. Consult your program for possible extensions of internal milestones or other requirements.

A student who does not return and register in the degree program at the conclusion of an approved leave of absence is considered inactive in the program and must then apply for re-enrollment as well complete any retroactive enrollment required under the Continuous Enrollment policy in order to return.

International students in F-1 or J-1 nonimmigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions.

Declaration of a leave of absence will ensure that your academic program is aware of your plans. It also provides confirmation for third parties of your status as a student on an approved leave.

Approved: April 11, 2022
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