

Leave of Absence

Master's students must be continuously enrolled until all requirements for the degree are completed, including the comp exam and the thesis/project. Leaves are required for any student who will be absent from the University for one quarter or more. With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted. Petitions for a leave of absence should be filed in advance of the interruption in enrollment with the program office.

What is required for a leave of absence:

1. **Medical Leave of Absence.** Requests must be accompanied by a statement from a medical doctor explaining why enrollment must be interrupted. A doctor's statement verifying the reason and the length of recuperation on the Doctor's letterhead must be attached. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. No limit exists on the number of quarters of absence allowed.
2. **Military Leave of Absence.** Attach a copy of military orders. A maximum of 12 consecutive quarters may be approved.
3. **Planned Education Leave of Absence.** Identify the institution you will attend and list the courses you plan to take. **Upon return, transcripts must be submitted showing the courses taken.** A maximum of six (6) consecutive quarters may be approved. (Summer does not count as a quarter.)
4. **Personal Leave of Absence.** Briefly describe on the lines given your plans for your proposed leave of absence.

Note: Summer does not count as a quarter.

Instructions:

1. Fill out the attached form.
2. The petition requires the signature of the student's graduate coordinator.
3. Once the form has been filled out and signed with the appropriate signature, this form will then be returned to the Office of Graduate Studies for the Dean to review. If this form is missing any documentation or the graduate coordinator's signature it will be returned to the student's program office unreviewed.

Upon returning to the University

Fill out the "Readmission from a Leave of Absence" form and submit to the Records Office.

