



## Graduate School Doctoral Student Leave of Absence Request Form

Doctoral students who experience circumstances that prevent them from maintaining active status through the required continuous enrollment in 718 (excluding summer term) as outlined in [University Procedure 11.04.99.R0.24 Continuous Enrollment in Dissertation 718](#), and who, after consultation with their graduate advisor/department to determine if a leave of absence (LOA) is appropriate, may request a LOA using this form. A LOA must be requested and approved prior to the beginning of the proposed term/year of the leave.

International students must also consult with the [International Student & Scholar Services Office](#).

\_\_\_\_\_  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_ CWID: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_

Are you receiving financial aid? \_\_\_\_\_ Do you have any institutional scholarship/s? \_\_\_\_\_  
(If you are receiving financial aid or a scholarship, please contact the Office of Financial Aid and Scholarships to determine the impact, if any, to your award(s).)

Do you have a graduate assistantship? \_\_\_\_\_ What is your current graduate GPA? \_\_\_\_\_

Reason for LOA (use additional sheets if necessary):

Proposed term/year LOA begins: \_\_\_\_\_ Proposed term/year of return from LOA: \_\_\_\_\_  
(Can be no more than one academic year)

My signature acknowledges the following:

- I understand that I must comply with the approved LOA requirements;
- I understand that an approved LOA does not exempt me from the time limitations for coursework used in a doctoral degree as outlined in [University Procedure 11.04.99.R0.15 Time Limitations for Graduate Programs](#); and
- I understand approval of a LOA does not automatically cancel registration and drop courses. If I have registered for a LOA term, I am responsible for withdrawing from my courses by the appropriate deadline(s) stated in the academic calendar. Failure to withdraw from my courses will negatively impact my tuition and fee billing and academic standing.

\_\_\_\_\_  
Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Approval by:

\_\_\_\_\_  
Graduate Advisor's signature \_\_\_\_\_ date \_\_\_\_\_ International Student Director's signature \_\_\_\_\_ date \_\_\_\_\_  
(required for international student only)

\_\_\_\_\_  
Department Head's signature \_\_\_\_\_ date \_\_\_\_\_ Graduate Dean's signature \_\_\_\_\_ date \_\_\_\_\_

## Doctoral Student Leave of Absence Request Form

### Requirements:

- You must have gained doctoral candidacy and be all but dissertation (ABD: only 718 courses).
- You must be in good standing with the Graduate School to request a leave of absence (LOA).
- Confer with your academic/major advisor and all other relevant offices regarding the impact of a LOA (financial aid, graduate assistantships, veteran benefits, etc).
- If you want to request the LOA; complete the form and obtain all signatures except for the Graduate Dean.
- Submit the completed form to the Graduate School for review. The Graduate School will notify you of the status of your request by email.

### Important notes

- A leave of absence cannot be for more than one academic year (Fall, Spring, and Summer). **Your LOA does not exempt you from the degree completion time limit of 10-years for a doctorate. Your LOA will still be part of the time limitation.**
- **When to submit the request:** You are expected to submit and gain approval for your LOA **PRIOR** to the beginning of the proposed term/year of the leave.
- Submitting the LOA does not guarantee that the request will be approved. Be sure to obtain the confirmation from the Graduate School that your LOA has been approved, and verify the approved LOA's start and return dates.
- **Canceling registrations:** An approved LOA does not automatically cancel your registration/drop your courses. If you are enrolled for your LOA term/s, you are responsible for withdrawing from your courses by the appropriate deadlines stated in the academic calendar. Failure to withdraw from your courses will negatively impact your tuition and fee billing and academic standing.
- **Financial aid/support:** If you are receiving financial aid from the University, you should talk with the Financial Aid Office to discuss how your LOA will affect your financial aid.
- If you hold a graduate assistantship, discuss your LOA with your department/hiring department. You cannot be a graduate assistantship during your LOA. Your LOA does not guarantee your position will be available upon your return.
- **International students:** If you are an international student, you must contact the International Student and Scholar Services office to determine your eligibility for a LOA.

### Reactivation after LOA:

- If you follow the guidelines of your approved LOA, your return to your graduate degree program will only require the notification of your return to the Graduate School and your graduate program and provide any changes to your personal information.
- If you do not return after one academic year, you are required to apply for readmission to the graduate degree program, which includes meeting all the new/revised requirements for your graduate degree program and you may be required to make up the missed 718 hours.