**Leave of Absence**

A student wishing to apply for a LOA (to take effect at the beginning of the next academic quarter) must complete the Leave of Absence form and submit it to the department graduate advisor. The form must be completed by the student, and signed by their faculty advisor.

Students must submit the completed LOA form by the following dates:

- **Fall** - August 29, 2013
- **Winter** – December 12, 2013
- **Spring** – March 21, 2014

There is no fee paid while on LOA; however, student loans may come due if not enrolled. Check with lender(s).

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- Only students in good standing are eligible for an approved Leave of Absence. A student on Academic Probation must ordinarily repair all deficiencies in order to qualify for a leave.

- Students who have not advanced to candidacy are not permitted leaves of absence except under exceptional circumstances, which must be explained in detail and receive the approval of the Graduate Director and Chair.

- While on a Leave of Absence, a student is not permitted the use of University facilities.

- Leaves of Absence will be granted for sound educational purposes, health reasons, financial problems, and family responsibilities. Other reasons will require extra justification.

- The maximum term for an approved Leave of Absence is three academic quarters. Students on leave are required to report their plans to the Graduate Division at least once a year.

- A request to renew a Leave of Absence must be submitted in advance to the Graduate Dean; substantial justifications and department approval will be required to obtain renewal.

- While on a Leave of Absence, a student is not permitted the use of University facilities, including department faculty and staff assistance.

- All financial aid (including Teaching Assistantships, Graduate Student Researchship positions, and fellowship(s)) terminates when a student is on a Leave of Absence. If a student accepts any University employment, staff or academic, while on a Leave of absence, it must be reported to the Division of Graduate Studies.