

LEAVE OF ABSENCE

A Leave of Absence may be awarded for a period of up to 1 year. Students must request a leave of absence prior to the beginning of the semester in which the leave will take effect. The leave suspends the 5 year time limit for master's and certificate of graduate study students for the duration of the leave. It does not suspend the time limit for the completion of individual courses.

The time limits for degree completion are

- micro-Certificate of Graduate Study: 3 years
- Certificate of Graduate Study and Master's degrees: 5 years
- Doctoral (professional): 7 years
- Doctoral (Ph.D.): 9 years

All credit used for the degree, including transfer credit and credit by examination, and irrespective of a Leave of Absence, must be earned within 3 (micro-certificate of graduate study); 5 (certificate of graduate study); 7 (master's or professional doctorate); or 9 (Ph.D.) years of graduation.

PROCEDURE

Students request a Leave of Absence from their advisor and graduate program coordinator via online form prior to the start of classes in the semester during which the leave is being taken. If the program approves the request, the Graduate College reviews the request and notifies the student of their decision. A Leave of Absence does not take effect until after approval has been received from both the program (advisor and program coordinator) and the Graduate College.

Any student who does not enroll following termination of a Leave of Absence will be deactivated from the Graduate College.