

SHORT-TERM ABSENCE FOR GRADUATE STUDENTS



Policy

For many students, an approved short-term absence is possible. A student who is making satisfactory progress toward completion of degree requirements and who must interrupt study due to illness, injury, birth or adoption of a child, or other family situations may be granted a short-term absence.

Permission is granted on a case-by-case basis upon written request to the dean of the Graduate College.

During the absence, the student will remain enrolled in coursework. The student's mentor and/or course director(s) will develop class content and testing strategies that would allow the student to continue to fulfill coursework requirements and continue to make progress towards the degree. **If these requirements cannot be met, or if the time off will be more than 2 months, the student must take a formal Leave of Absence and withdraw from enrolled courses.**

Any student planning to have or care for a child or have elective surgery is encouraged to meet with his or her mentor to discuss short-term absence in advance so that appropriate arrangements can be made. Documentation such as a letter from a physician is expected.

In many programs, students are on full stipends and work on their research year-round. These programs are expected to have policies that include reasonable vacation time for students, typically 3 weeks. The Graduate College only needs to approve time off in excess of the program's leave policy, however International students traveling outside of the US are advised to complete a short term absence form irrespective of the reason for their travel.

Procedure

Complete the attached form and obtain necessary signatures.

Attach documentation that leave is necessary

OUHSC Graduate College

Student Request for Short-Term Leave (up to 2 months)

Student name: _____ Request date: _____

Program: _____

Expected dates of leave: _____ to _____

Reason for requesting leave (attach documentation):

Management of coursework and program requirements during leave:

Student signature: _____

Approvals

Mentor name (if applicable): _____ Mentor signature: _____

Program Director name: _____ Signature: _____
or Dept. Chair

Graduate College Dean signature: _____ Approval Date: _____