

## **Graduate College Academic Leave of Absence (LOA) Policy**

### **Policy**

Students may request a leave of absence from their graduate studies for up to but not to exceed 12 consecutive months (three consecutive academic terms). The request must be approved by their graduate advisor, the department Chair or program director, and the Graduate College Dean. Students on probationary status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students receiving financial aid may be required to return a portion of the aid. They must check with their financial aid officer. Graduate assistants must be terminated from their appointment during the academic leave of absence.

### **Effect on Expected Graduation**

The LOA has no effect on time limits for expected graduation. Time limits for expected graduation for master's students can be found at Section 3.5.2 in the [Graduate College Bulletin](#) and for doctoral students at Section 4.63 in the Graduate College Bulletin.

### **Procedure**

Provide to the Graduate College the following:

1. Completed '[Student Leave Request](#)' form.
2. Completed [course Withdrawal Request form](#) if leave will start during a semester.
3. A letter outlining the reason for the request and amount of leave time requested.
4. Attach a memo from the physician if explaining the need for medical leave.
5. A letter/memorandum from the mentor or program director supporting the request for extended leave.

Final decisions concerning requests for extended leave will be communicated to students and mentors in writing from the Graduate College dean.

### **Health Insurance**

Student may retain health insurance while on LOA.

### **Procedure to Retain Health Insurance**

1. Student should contact Academic Health Plans (Subsidiary of BlueCross BlueShield within 31 days of the time the policy terminates. 1-888-924-7758
2. Student (or department) assumes cost of insurance.

### **From the GRA Pay Policy**

Anytime a GA/GRA goes on an academic Leave of Absence they must also be terminated as a GA/GRA in HR.