

## 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 long-term 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 GRAs or hold Fellowships 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: \_\_\_\_\_