Faculty Senate Routing Form
(action/proposal attached)

I. Item Title:  Leave of Absence Policy

   a) Brief Description: For graduate students unable to enroll continuously.

   b) Initiated by:  Academic Policy and Review Council

II. Faculty Senate Action:  ☑ approved  ☐ not approved  ☐ other  date:  4/23/2015

   Vote:  ☐ Voice Vote, Unanimous  ☐ Voice Vote, Majority In Favor
          ☑ Vote by Ballot:  22 Ayes  0 Nays  1 Abstentions

   FS Secretary signature:  P. Henderson  date:  5/1/15

III. Provost:  ☐ for information  ☐ Recognition of Receipt
               ☑ for action.................  ☑ approved  ☐ not approved

   Comments:  
               
               Person responsible for implementation:

   Provost signature:  A. Jones  date:  5/8/15

IV. Chancellor:  ☐ for information  ☑ Recognition of Receipt
                ☐ for action.................  ☑ approved  ☐ not approved

   Comments:  
                
                Chancellor signature:  D. Adams  date:  6/2/15

Once finalized copies will be returned to the Provost Office’s representative who will scan and distribute electronically to:
Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
Leave of Absence: In certain situations, a graduate student may be unable to enroll continuously, or may not be able to enroll within the Stop Out policy time limitation. Under these circumstances, a graduate student may request a Leave of Absence (LOA) as stated below.

- **NOTE:** Readmission to the program remains at the discretion of the program, unless university policy states otherwise.
- A graduate student approved for a LOA which exceeds the Stop Out policy time limits must reapply to the Graduate School to reactive his/her student record. The application fee will be credited to the student’s account.
- All university and Graduate School policies still apply to a student approved for a Leave of Absence.
- However, a student approved for a LOA will be given consideration in the event that an exception to policy is necessary and requested (e.g. six-year time to degree completion requirement, catalog admission term, etc.)

A graduate student may request a LOA as follows.

- The student must contact the graduate program to request a LOA within six months.
- The student and the program agree on the terms for the LOA.
- The agreement must be documented in writing and approved by the student, graduate program, and department head.
- A copy of the LOA agreement must be submitted to the Graduate School to be placed in the student’s official file.

A LOA may be requested for the following reasons:

- Military service
- Documented medical issue (refer to university policy—LINK)
- Legal Issues
- Other extenuating circumstances