**Leave of Absence**: In certain situations, a 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 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 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 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