**Background**

The APRC approved the following form submitted to us by the Graduate Council. The form is meant to help the Graduate School keep track of students who do not enroll for a semester or more, but who intend to return.

**Stop Out/Leave of Absence Request**

Any student who has not yet registered for a given term, and who needs to take time off from school without losing catalog rights or registration eligibility, can either take a **“Stop-Out”** (for one to two terms of leave) or a **“Leave of Absence”** (for three terms of leave).

(NOTE: As per Graduate Catalog)

**Readmission.** Before interrupting enrollment, students should become familiar with potential ramifications that an absence in enrollment may have in terms of their ability to return or to complete a specific program of study. Any graduate student, who takes a Leave of Absence and is inactive for three or more consecutive terms, including summer, must reapply online at grad.wcu.edu and pay the reapplication fee to be considered for reinstatement as an active student. **This policy impacts all programs, even those that do not require continuous summer enrollment.** All time limits apply for course work taken, and the student is subject to the catalog term in effect at the time of readmission unless a catalog change is approved by the Program Director and the Dean of the Graduate School.

Student Name ------------------------------------ 92# ---------------------------------------

Graduate Program ------------------------------------------------------------------------------------

**Stop Out**

**Semester & Year to Semester & Year**

**Leave of Absence**

**Semester & Year to Semester & Year**

Student Signature Date

Department Head/Program Director Date

Dean/Associate Dean, Graduate School Date