

Name of Policy: <u>Graduate Student Leave of Absence</u>		 Original effective date: November 4, 2014	
Policy Number: 3364-77-04			
Approving Officer: President			
Responsible Agent: Vice Provost for Graduate Affairs and Dean, College of Graduate Studies			
Scope: All graduate students at the University of Toledo other than students of programs awarding the J.D., M.D. or Pharm. D.			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Students enrolled in a graduate degree program (or graduate certificate program), who do not expect to make progress towards degree requirements for a period of time due to personal, medical, call to active military duty, or other compelling reasons may request a leave of absence from a degree program. Students on an approved leave may not make significant use of university resources and services and do not have the rights and privileges of registered students. Students cannot fulfill any official department or university requirements during the leave period. Students on an approved leave must complete the Application for Graduate Readmission at the end of the leave in order to register and to have the rights and privileges of registered students. If a student does not return to the graduate degree program within the approved period for which the leave was granted, the student will be considered as having withdrawn from the university. To be reconsidered for graduate study, students who have withdrawn must complete the necessary application materials and pay all associated fees.

Students called to active duty while enrolled in graduate school will follow regulations for military leave of absence per section 3345.53 of the Ohio Revised Code.

It is the responsibility of the student to resolve all issues pertaining to registration, financial support, federal financial aid, and outstanding balances owed to the university. Students should also consider the potential implications of a leave on such matters as immigration status, health insurance, and loan repayment. Leaves approved in accordance with this policy, do not constitute a leave of absence for federal financial purposes.

(B) Purpose of policy

The purpose of this policy is to preserve the student's status in his or her graduate degree program, and the time taken on an approved leave of absence is not included in the time limitations for degree completion.

(C) Scope

All graduate students at the University of Toledo other than students of programs awarding the J.D., M.D. or Pharm.D.

(D) Eligibility

To be eligible for a leave of absence, a student must be in a graduate degree program, have completed at least one term of enrollment in the graduate degree program prior to the date a leave is to begin, be in good academic standing, and be making reasonable progress toward the degree requirements. Leaves will not be approved for students who have completed less than one term of enrollment, are not in good academic standing, or have already received an extension of the degree time limitation.

Students in the first term of study of their graduate program are not eligible for a Leave of Absence and must work directly with their program and Graduate Admissions on issues of future enrollment.

(E) Length of Leave

Leaves of absence are approved for a maximum of three consecutive terms (one calendar year). In extenuating circumstances, students may request an extension of up to three additional consecutive terms (one calendar year). Extension of a leave is subject to approval of the program, academic college, and College of Graduate Studies. The time taken on an approved leave is not included in the time limitation for degree completion; however, programs may have more limited and/or specific registration and leave of absence policies.

(F) Procedure

The procedure to request a leave of absence is determined by whether the circumstances are foreseeable (prior to the beginning of the academic term) or are unforeseeable (arise after the start of term):

(1) For students seeking a Leave of Absence Prior to the Beginning of Term

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, when the necessity of the leave is foreseeable. If registration exists for the term for which the leave is requested, the student is responsible for complying with the registration policies governing the dropping of

courses prior to the beginning of term as established by the University Registrar (Policy [3364-71-08 Adding and/or dropping a Course](#)).

(2) *For students seeking a Leave of Absence After the Beginning of Term*

If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day to withdraw for the term during which the leave is requested. A retroactive leave of absence will not be granted. Students who are registered for courses must drop and withdraw from all courses prior to taking leave. Course dropping or withdrawal does not negate students' financial obligations, and students will be held responsible for all balances due to the university.

(3) *For students with Unforeseeable Circumstances after the Withdraw Deadline for the Term*

Course withdrawal is not permitted after the established deadline for each term. (Students should address grading and course completion issues with individual instructors.) To consider any variation from this rule for reasons of extenuating circumstances, the student must submit a Petition for Administrative Adjustment to the University Registrar (Policy [3364-71-16 Administrative adjustment for extenuating circumstances](#)). If circumstances warrant, the student may apply for a Leave of Absence prior to the beginning of the next term in accordance with the above procedure (see F1).

Each program/department/academic college will establish a process for reviewing and approving Leave of Absence requests. Consideration of such requests by the College of Graduate Studies will only commence after completion of the academic college level approval processes. Final approval is granted by the College of Graduate Studies.

In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies including, but not limited to: Adding and/or Dropping a Course (Policy [3364-71-08 Adding and/or dropping a Course](#)), Administrative Adjustment for Extenuating Circumstances (Policy [3364-71-16 Administrative adjustment for extenuating circumstances](#)), Student Fees and Accounts (Policy [3364-40-19 Student fees and accounts](#))

<p>Approved by:</p> <p><u>/s/</u> Nagi G. Naganathan, Ph.D. Interim President</p> <p><u>November 3, 2014</u> Date</p> <p><i>Review/Revision Completed by:</i> Vice Provost for Graduate Affairs and Dean, College of Graduate Studies</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: November 4, 2014</p> <p>Review/Revision Date: n/a</p> <p>Next review date: November 4, 2017</p>
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