



University Policy Statement

UPS 330.124

LEAVES OF ABSENCE FOR GRADUATE AND CREDENTIAL STUDENTS

I. OVERVIEW

Continuous enrollment is a normal expectation of graduate degree and credential students, for sound academic reasons including assurance of currency in the field and integration of knowledge at a sophisticated level. Continuous enrollment means that a student registers in every Fall and Spring semester, following admission to the University, until award of the degree or credential. Continuous enrollment further permits degree students to elect the catalog graduation requirements for their degree programs which were in force at the time of admission to the program.

Continuous enrollment for credential students assures continuity in their program and availability of course work in sequence with the credential requirements.

II. PROCEDURES FOR GRANTING LEAVES OF ABSENCE

- A. Leaves of absence may be granted to (1) conditionally classified or classified graduate students and (2) students with a credential-only objective who have completed at least one semester of course work.
- B. Students requesting a first-time leave of absence for a duration of one semester shall fill out an appropriate form at the Office of Graduate Studies. All leaves are subject to review by the Associate Vice President for Academic Programs or their designee; leaves for credential-only students are also subject to review by the appropriate credential program coordinator. Approval of leaves for students who qualify (Section III) will normally be granted on request.
- C. A leave of absence normally is not granted for more than one semester. Students who have had a leave of absence of one semester who request a successive leave, and students requesting any leave of a duration longer than one semester, must have their applications endorsed by the appropriate degree program authority (normally the department chair or graduate adviser) and approved by the Associate Vice President for Academic Programs or their designee. Appropriate substantial documentation shall be provided. In the instance of an approved leave, the student's normal discretion in election of catalog requirements shall be maintained.

III. GROUNDS FOR LEAVES OF ABSENCE

- A. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy that makes it impossible or inadvisable for a student to register for classes.
- B. Activities that enhance a student's professional career objectives.
- C. Active duty in the armed forces of the United States.
- D. Severe financial hardship.
- E. Other reasons at the discretion of the Associate Vice President for Academic Programs or their designee.

IV. CONSEQUENCES OF LEAVES OF ABSENCE OR BREAK IN ENROLLMENT

Graduate degree or credential students may be granted a leave of absence which maintains their place in the University and in degree or credential programs (i.e., they do not have to reapply following the leave). A leave granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements.

The time limit for completion of course work for which a grade of "Incomplete" has been received may be extended by the instructor when the leave of absence is approved.

However, leaves of absence do not affect the time limit for completion of course work for the degree. As students on approved leaves of absence are not required to pay fees, services provided in whole or in part by fees (such as student health center services) are not available to students on approved leaves of absence.

Non-approved breaks in enrollment require that the student reapply for admission to the University. No preference in admissions can be given to students returning from a non-approved break in enrollment. Students who are readmitted to the University and to a degree or credential program following a non-approved break in continuous enrollment are subject to catalog requirements in effect at the time of readmission.

Source: Graduate Education Committee

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