

Leave of Absence

Students who are completing course work (excluding thesis, project, and capstone courses) and plan to be inactive for a period of time not to exceed a full calendar year are encouraged to file a Leave of Absence in the Graduate School. Submission of this form provides a means for the Graduate School to track students' progress and term activate students after the period of absence so they may register for the upcoming semester. Students who have begun their final requirement and have an in-progress grade (X) may only apply for a Leave of Absence in the case of extenuating circumstances. In such cases, the Leave of Absence must be accompanied by a letter to the head of the Graduate School explaining the circumstances; this type of Leave will be approved for one semester at a time.