

Policy Revision

Policy Title	Undergraduate Leaves of Absence		
Policy URL	https://catalog.arizona.edu/policy/undergraduate-leaves-absence		
Rationale for Update	<ul style="list-style-type: none"> Extend protections to students who are spouses of military members in order to comply with Arizona state law: S.B. 1406 (https://www.azleg.gov/legtext/55Leg/2R/laws/0048.pdf) requires Arizona public institutions of higher education to provide course withdrawal/refund, incomplete, and excused absence options for active duty military members and their spouses. Extend protections to students who are domestic partners and/or dependents of military members. This inclusive language was requested by the Undergraduate Council Curriculum and Policies Subcommittee. Update language to accommodate students who do not have advanced notice of their orders. Update Back2UA information to reflect the current procedure: <ul style="list-style-type: none"> Students are eligible for Back2UA regardless of citizenship/immigration status. Students do not need to notify the institution prior to utilizing Back2UA. Clarify policy for International Student Leave. Streamline non-policy information for students on leave. Direct students with short-term active-duty status to the Military Excused Absence policy. 		
Contact Person for Questions	Abbie Sorg		
Responsible Unit	Office of the Registrar	URL	Click or tap here to enter text.
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 9/27/2022, 10/25/2022	Status: Approved 11/01/2022 via e-vote
	Undergraduate Council	Scheduled: 11/08/2022	Status: Approved 11/08/2022
	Graduate Council	Scheduled: N/A	Status: N/A
	Undergraduate CAAC	Scheduled: 11/22/2022	Status: Approved 11/22/2022
	Graduate CAAC	Scheduled: N/A	Status: N/A
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:

Policy Revision Side by Side

Additions in Green – Deletions in Yellow

Existing Policy	Proposed Edit
<p>Short-term Leave (Back2UA)</p> <p>Undergraduate students who have missed no more than two consecutive regular (Fall/Spring) semesters may return without applying for readmission or requesting an official Leave of Absence. To qualify for the Back2UA Program(link is external), students must be in Academic Eligible status, Academic Review status, or Academic Warning status and must have degree-seeking status.</p> <p>Upon returning to the University, students should meet with an academic advisor before enrolling. They will then be eligible to register with their class during priority registration and/or during open registration.</p> <p>Note: Only U.S. citizens and students with permanent resident or other immigrant status are eligible for the automatic short-term leave process.</p> <p>International Student Leave</p> <p>Degree-seeking international students may be eligible for a one or two semester leave of absence. Students should complete a Leave of Absence Form(link is external) and submit it to the Office of International Student Services(link is external) for approval.</p> <p>Military Leave of Absence (MLOA)</p> <p>NOTE: This policy also applies to students whose spouse is a member of the United States Armed Forces including the National Guard, Reserves or Active Duty, in alignment with Title 26, chapter 1, article 3, Arizona Revised Statutes, approved by the Governor of the State of Arizona March 23, 2022.</p> <p>The University of Arizona supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who</p>	<p>Impact of Leave on Students</p> <p>Prior to leaving the university, students should consider related financial, housing, technological, and other connections to the institution. Please see Important Considerations When Leaving or Withdrawing from the University for more information.</p> <p>Students who aren't eligible for any of the below leave options and who aren't enrolled for a regular semester (Fall/Spring), must apply for readmission with the Office of Admissions(link is external).</p> <p>Short-term Leave (Back2UA)</p> <p>Undergraduate students who have missed no more than two consecutive regular (Fall/Spring) semesters may return without applying for readmission or requesting an official Leave of Absence. To qualify for the Back2UA Program(link is external), students must be in Academic Eligible status, Academic Review status, or Academic Warning status and must have degree-seeking status.</p> <p>Upon returning to the University, students may be required to meet with an academic advisor before enrolling. They will then be eligible to register with their class during priority registration and/or during open registration.</p> <p>Eligible students automatically qualify for Back2UA and do not need to notify the University of their intent to return. If desired, eligible students may contact the Office of the Registrar to update their academic record with their anticipated return date.</p> <p>International Student Leave</p> <p>International students who return after a leave must contact Office of International Student Services(link is external) to request a</p>

Existing Policy

~~is called or ordered to active duty elsewhere~~ may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty. Students with the MLOA need not apply for readmission ~~or pay readmission fees~~. MLOA allows ~~those~~ students to ~~pre~~register for classes during their priority registration period prior to the term when they plan to return to campus.

The MLOA application is available online from the [Registrar's Office\(link is external\)](#) forms site. The completed application, to be submitted to the ~~Registration & Transcripts Office in Administration 210 prior to the student's departure from the University,~~ must be accompanied by a copy of the military orders indicating the date on which the ~~student~~ must report for active duty ~~elsewhere~~. When ~~students are called to active duty~~ after classes begin, ~~they should~~ withdraw from all of their classes by submitting a Complete Withdrawal, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a University of Arizona residence hall, they are responsible for contacting the [Office of Student Financial Aid\(link is external\)](#) and/or [Office of Residence Life\(link is external\)](#).

For assistance with the MLOA form, students should contact ~~their college dean's office~~.

~~Information for All Students on Leave:~~

- ~~• **Residence Hall students** should immediately contact the [Residence Life \(link is external\)](#) office at 621-6501 or 621-1241.~~
- ~~• **The University reports enrollment status to lenders** and loan service entities as "not attending." Students are advised to contact their lender(s) for repayment information and grace period expiration.~~
- ~~• **The University suspends students' insurance** and the use of University facilities.~~

Proposed Edit

~~new immigration document and confirm their status prior to registering for classes.~~

Military Leave of Absence (MLOA)

The University of Arizona ~~understands that United States Armed Forces military orders can cause a significant life event that warrants changing academic plans. Eligible students are defined as members of the United States armed forces (including the National Guard, Reserves or Active Duty) as well as students who are spouses, domestic partners, or dependents of members of the United States Armed Forces.~~

~~Eligible students~~ may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty ~~when the orders prevent the student from taking classes as usual~~. Students with the MLOA need not apply ~~or pay~~ for readmission. MLOA allows students to register for classes during their priority registration period prior to the term when they plan to return to campus.

The MLOA application is available online from the [Registrar's Office\(link is external\)](#) website. The completed application, to be submitted to the [Office of the Registrar](#), must be accompanied by a copy of the military orders indicating the date on which ~~the military member~~ must report for active duty. ~~The MLOA should be filed as soon as possible, ideally within two weeks of receiving the orders.~~

~~When orders for active duty are received after classes begin, eligible students may~~ withdraw from all of their classes by submitting a Complete Withdrawal, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a University of Arizona residence hall, they are responsible for contacting the [Office of Student Financial Aid\(link is external\)](#) and/or [Office of Residence Life\(link is external\)](#).

For assistance with the MLOA form, students should contact ~~the Office of the Registrar~~.

Existing Policy	Proposed Edit
<p>Students who aren't eligible for any of the above leave options and who aren't enrolled for a regular semester (Fall/Spring), must apply for readmission with the Office of Admissions(link is external).</p> <p>For further information about these policies contact your academic advisor(link is external) or:</p> <p>Office of the Registrar(link is external)</p> <p>The University of Arizona Administration Building, Main Floor Lobby Phone: (520) 621-3113 Email: reghelp@email.arizona.edu</p>	<p>For information on short-term active duty status, please see the Military Excused Absence Policy.</p> <p>For further information about these policies contact your academic advisor(link is external) or the Office of the Registrar(link is external).</p>

Leaves of Absence Policy Benchmarking

Summary

A review of 17 ABOR peer and similar institutions' Leaves of Absence (LOA) policies show a range of time permitted for leave. Of the 10 institutions that specify a maximum length for a LOA, 6 institutions have 2 semester/1 year LOAs (comparable the University of Arizona's current policy). The shortest given time for a LOA is 1 quarter, and the longest is 2 years. 6 institutions do not specify how long LOAs may be.

Three institutions seemingly have no LOA policies, even for military, though they offer procedure for how such students may reapply when they are ready to return.

One institution (University of Illinois) has a mandatory/involuntary leave of absence policy in place for when a student is deemed dangerous to themselves or others.

In addition to qualifying reasons for Leave of Absence already in place at the University of Arizona, the following reasons are mentioned at other institutions:

- Financial hardship
- Academics (sequenced courses not offered for upcoming term, reconsidering major, academic struggles, or lack of direction)

Lengths of Time for Leaves of Absence

MAXIMUM TIME FOR LOA	INSTITUTION
No maximum time given	<ul style="list-style-type: none"> • Arizona State University • Northern Arizona University (Graduate only) • University of Illinois • University of North Carolina • Ohio State University • University of Wisconsin
1 Quarter	<ul style="list-style-type: none"> • UCLA • University of Washington
2 Semesters	<ul style="list-style-type: none"> • University of Arizona • University of Maryland (or 3 quarters) • University of Texas – Austin
1 Year	<ul style="list-style-type: none"> • UC Davis • University of Florida • University of Iowa • Pennsylvania State University
2 Years	<ul style="list-style-type: none"> • University of Minnesota • Pennsylvania State University (medical and military leave only)
No Leave of Absence policy, just a readmission policy for former students	<ul style="list-style-type: none"> • Northern Arizona University (Undergraduate only) • Michigan State University • Texas A&M University

Full Policy Texts

University of Arizona

<https://catalog.arizona.edu/policy/undergraduate-leaves-absence>

Undergraduate Leaves of Absence – CURRENT POLICY

Short-term Leave (Back2UA)

Undergraduate students who have missed no more than two consecutive regular (Fall/Spring) semesters may return without applying for readmission or requesting an official Leave of Absence. To qualify for the Back2UA Program(link is external), students must be in Academic Eligible status, Academic Review status, or Academic Warning status and must have degree-seeking status.

Upon returning to the University, students should meet with an academic advisor before enrolling. They will then be eligible to register with their class during priority registration and/or during open registration.

Note: Only U.S. citizens and students with permanent resident or other immigrant status are eligible for the automatic short-term leave process.

International Student Leave

Degree-seeking international students may be eligible for a one or two-semester leave of absence. Students should complete a Leave of Absence Form(link is external) and submit it to the Office of International Student Services(link is external) for approval.

Military Leave of Absence (MLOA)

NOTE: This policy also applies to students whose spouse is a member of the United States Armed Forces including the National Guard, Reserves or Active Duty, in alignment with Title 26, chapter 1, article 3, Arizona Revised Statutes, approved by the Governor of the State of Arizona March 23, 2022.

The University of Arizona supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty. Students with the MLOA need not apply for readmission or pay readmission fees. MLOA allows those students to preregister for classes during their priority registration period prior to the term when they plan to return to campus.

The MLOA application is available online from the Registrar's Office(link is external) forms site. The completed application, to be submitted to the Registration & Transcripts Office in Administration 210 prior to the student's departure from the University, must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere. When students are called to active duty after classes begin, they should withdraw from all of their classes by submitting a Complete Withdrawal, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a University of

Arizona residence hall, they are responsible for contacting the Office of Student Financial Aid(link is external) and/or Office of Residence Life(link is external).

For assistance with the MLOA form, students should contact their college dean's office.

Information for All Students on Leave:

- Residence Hall students should immediately contact the Residence Life (link is external)office at 621-6501 or 621-1241.
- The University reports enrollment status to lenders and loan service entities as "not attending." Students are advised to contact their lender(s) for repayment information and grace period expiration.
- The University suspends students' insurance and the use of University facilities.

Students who aren't eligible for any of the above leave options and who aren't enrolled for a regular semester (Fall/Spring), must apply for readmission with the Office of Admissions(link is external).

For further information about these policies contact your academic advisor(link is external) or: Office of the Registrar(link is external).

Arizona State University

<https://students.asu.edu/leave-absence>

Leave of Absence (Undergraduate)

The Undergraduate Leave of Absence (LOA) policy assists and encourages undergraduate degree-seeking students to return and graduate after an absence due to military deployment, service on an official church mission or with a foreign aid service of the Federal government, or a permanent disability. If your absence is for any other reason, you may be eligible to return to ASU through Quick Re-entry, which permits undergraduate students to enroll without submitting a new application or application fee if they previously attended ASU but have not enrolled at ASU for up to seven consecutive fall or spring semesters.

Eligibility Requirements

To be eligible for an Undergraduate LOA, students must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the LOA.
 - Students who were admitted as new first semester freshmen or transfer students but did not attend will not be eligible for an LOA. Instead, they should contact the Undergraduate Admissions office.
 - Students who were readmitted but did not attend will not be eligible for an LOA. Instead, they should contact the Undergraduate Admissions office.
 - Students who are participating in an ASU-sponsored study abroad program need not apply for an LOA.

3. Be in academic good standing, warning, probation, or continuing probation with their college.
4. Have no hold (e.g., disciplinary, financial, testing, etc.) which would restrict registration. Note: Students with financial holds may be given consideration for an LOA if authorized by the Collections Office.
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

Download the Undergraduate Leave of Absence Request form

Leave of Absence FAQ's

Information for students returning from a Leave of Absence.

Q. My LOA is about to expire; what do I do now?

A. View your registration date as well as any current registration holds and "To Do" list items on My ASU. Schedule an appointment with your advisor to discuss course selection. Submit transcripts for coursework you completed during your LOA.

Q. How will the university inform me regarding upcoming enrollment, deadlines and holds that may occur while on I'm on an LOA?

A. We recommend checking your My ASU page often during your LOA so that you may stay informed about registration dates, financial aid and tuition deadlines and advising holds that may occur prior to the end of your leave.

Q. If I qualify for an LOA, does this defer my scholarship?

A. No. In order to request a deferment of your scholarship, you will need to complete the Scholarship Deferment Application found on theScholarship website. To have your scholarship reinstated after the deferment period, you will need to complete the Scholarship Reinstatement Request form.

Q. Can I come back earlier than what my original LOA was processed for?

A. Yes. If you wish to return to ASU prior to the end of your scheduled leave you will need to contact University Registrar Services at 480-965-3124 so that your return may be updated immediately to maximize enrollment opportunities and meet any college, financial aid, etc. deadlines.

Q. Can I request an extension of my LOA?

A. Yes. If you are unable to return to ASU by the term you initially identified, then you may request an extension through the college of your major. To extend your LOA, please complete the LOA form and submit to your college for approval.

Q. Am I able to view my unofficial transcripts?

A. Yes. Student can view their unofficial transcripts through their My ASU page.

Q. Will my loans be deferred while on an LOA?

A. No. In order to defer loans, students must be currently enrolled. While the LOA keeps student

records up to date, it does not allow for deferment. Please contact your lender for more information.

Q. Can I attend another institution while on an LOA?

A. Yes. Once all coursework is complete and graded, please request official transcripts to be sent directly from the transfer institution to ASU at the following address:

Arizona State University
PO Box 870112
Tempe, AZ 85287-0112

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/1230?wholsLooking=Students&pertainsTo=All>

Continuous Enrollment, Graduate

Leave of Absence

In extenuating circumstances, graduate students may petition for an exception to the continuous enrollment policy. The petition form, Petition for Leave of Absence, which is available on the Graduate College Website, must be approved by the student's advisor, graduate coordinator, and/or department chair and sent to the Associate Dean of the Graduate College for final approval. The request must be filed and approved before the anticipated absence.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/1267?wholsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Applying for Re-Admission, Undergraduates

If you are a former, degree-seeking NAU student who has not been enrolled in any of the last three consecutive terms, you must apply for re-admission. In determining three consecutive terms, we count Fall-Spring-Fall or Spring-Fall-Spring sequences during which you enrolled. You can also use the Summer or Winter terms to maintain your enrollment status (though if you don't enroll during the Summer or Winter terms, that isn't counted against you). (Former Non-degree students may be readmitted as Non-degree only.)

Please note that to be considered enrolled for any term, you must have received a grade for at least one course, and paid all tuition and fees for that term or have had arrangements for such payments approved by the Office of Student Financial Aid.

If you have taken courses at another college or university since you last enrolled at NAU, you are required to submit official transcripts from those institutions to receive transfer credit.

If you do not meet the above criteria for re-admission, please go to the Undergraduate Admissions website and complete an Undergraduate Admissions application.

UC Davis

<https://health.ucdavis.edu/mdprogram/medicalstudentpolicies/pdfs/curriculum/Leave-of-Absence.pdf#:~:text=Leave%20of%20Absence%3A%20Planned%20Educational%20Leave%20Program%20%28PELP%29,leave%20is%20limited%20to%20one%20quarter%20in%20duration.>

Planned Educational Leave Program (PELP)

The Planned Educational Leave Program (PELP) allows any continuing undergraduate or graduate level student to temporarily suspend academic work at UC Davis.

Undergraduate Students

Undergraduates may take one PELP leave of up to three consecutive quarters during their academic career at UC Davis.

New undergraduate students should contact Undergraduate Admissions regarding deferral of their admission term before considering PELP. New undergraduate students may apply for PELP after the first day of instruction and through the 10th day of instruction.

Continuing undergraduate students can complete the PELP application.

Submit Your Application

The Undergraduate PELP Application is available each term starting with Pass One appointments and closes on the 10th day of instruction. Using your Kerberos ID and passphrase, complete the PELP webform.

Graduate Students

For graduate students, the maximum leave is up to one year.

New graduate students are not eligible for PELP during their first term of instruction and should contact their Graduate Program Advisor prior to the first day of instruction. Continuing graduate students apply for PELP through their Graduate Program.

Graduate Studies can provide additional assistance in the PELP process for graduate students.

Professional Students

New professional students should contact their professional school to defer their admission term. Continuing professional students apply through their professional school.

General Information

All students are subject to the Schedule of Refunds.

Completed applications for PELP may be filed as late as the 10th day of instruction during the quarter for which the student is requesting a leave. However, approved applications submitted after the first day of instruction result in a partial refund of fees paid or retraction of unpaid fees, in accordance with the Schedule of Refunds. The effective refund date is the date the PELP is submitted to the Office of the University Registrar and it is presumed that no university services are provided after that date.

A non-refundable application fee of \$70.00* is charged to the student's account when placed on PELP. The \$70.00 fee is identical to the fee charged when a student withdraws and is required to submit a Readmission Application to return to the university.

* Educational Opportunity Program (EOP) eligible students are not required to pay the PELP application fee.

Students placed on PELP on or after the first day of instruction have a notation of this leave placed on their official transcript.

Students returning from PELP are considered continuing students and readmission to the university is guaranteed. It is expected that students resume their regular academic work during the following or agreed-upon term and must satisfy any holds placed on their registration.

Graduate and Professional students may request extensions to or reductions of PELP. Such requests should be completed through their graduate department or their professional school Dean's office.

Undergraduate students must check Schedule Builder for their registration pass appointments and all students returning from PELP must register prior to the Registration Freeze. Failure to return is a break in registration and a Readmission Application and the readmission fee is required to return to the university.

Students are not eligible to enroll in concurrent courses through UC Continuing and Professional Education or earn academic credit at UC Davis during the time of their leave. Students who earn academic credit at other institutions to transfer that credit to UC Davis are subject to the rules concerning transfer credit. However, the intent of this program is to suspend academic work; students are encouraged to carefully evaluate the desirability of continuing any academic work during PELP.

International Students in F-1 or J-1 status. Students in F-1 or J-1 status must contact the Services for International Students & Scholars (SISS) office through iGlobal prior to or within 24 hours of submitting an online PELP form to prevent termination of their SEVIS record.

Financial Aid. Students who participate in the UC Davis Planned Educational Leave Program (PELP), cancel/withdraw or are dismissed from UC Davis at any time of the academic year may be required to repay financial aid. If loans were accepted as part of financial aid, the six-month grace period before having to repay loans is reduced by the amount of time on PELP or other leave from the university.

After completing the online PELP form, all student loan borrowers (e.g., Perkins, USL, Emil Mrak, etc.) must complete exit loan counseling with Student Accounting. Contact Student Accounting at 530-752-5870 with any questions. Students are required to update address(es) using SISWeb to ensure that important information can be delivered.

Students considering PELP should review their account balance and ensure that it is accurate and paid in full. Any credit balance may not be available for four-eight weeks after separation.

For account balances, see MyBill.

Davis SHIP coverage for students who submit a PELP application prior to the first day of the term terminates once the new term begins. More information regarding continued SHIP eligibility or a refund of SHIP fees is available from Davis SHIP, or call Insurance Services at Student Health & Counseling Services at 530-752-6055.

Any questions regarding canceling a housing contract should be directed to Student Housing; contact studenthousing@ucdavis.edu or call 530-752-2033.

During PELP, students are not considered active, and students are not eligible to receive university services with the following exceptions:

Student Employment Services. Consult Student Employment Services while on leave.

Advising & Counseling. Limited advising and counseling services at the Counseling Center are available to assist with the transition of leaving and returning to the university.

Library. A library card from Shields Library can be purchased for \$10.00 per quarter. Borrowing privileges and online access are limited.

Activities & Recreation Center (ARC). During PELP, students are eligible to purchase a membership to the ARC. The student must bring a photo ID, documentation of PELP status, and a university-issued photo ID card in order to purchase a membership to participate in programs and gain entrance into the facility. All registration forms must be completely signed and filled out. PELP students fall under the "other student" classification and pay fees associated with that membership type.

UCLA

<https://catalog.registrar.ucla.edu/Policies-and-Regulations/Academic-Policies/Absence-and-Readmission>

Absence and Readmission

Undergraduate One-Term Absence

Undergraduate students who complete a term (fall, winter, or spring quarter) and do not register the following term may return to UCLA the subsequent term as a continuing student and be eligible to register and enroll in advance.

Students on a one-term absence who plan to attend another institution—including UCLA Extension—should discuss plans with their College or school counselor before enrolling elsewhere. On returning to UCLA, students must have an official transcript sent from the institution directly to UCLA Undergraduate Admission to have coursework evaluated.

Planned Academic Leave (PAL) for International Travel

Students who plan to participate in a study-abroad program sponsored by an institution other than the University of California are required to take a planned academic leave of absence (PAL)

from UCLA. After they are accepted into a program, students must register the program with the UCLA International Education Office (IEO), B300 Murphy Hall. Registering the program also generates the student application for the PAL.

See IEO non-UC programs for program and registration requirements.

Students returning from an approved PAL for participation in a registered non-UC study abroad program are not required to seek readmission, but must provide official transcripts for coursework evaluation.

Undergraduate Readmission

To return to UCLA after an absence of more than one term, students—except for those on PAL for non-UC study abroad—must complete an Undergraduate Readmission Application and file it with the Registrar's Office in accordance with published deadlines. A nonrefundable fee applies.

Students must submit official transcripts from all institutions (including UCLA Extension) and a completed Statement of Legal Residence with readmission applications. Coursework is evaluated when official transcripts are received. The paper records of nonregistered students, including transcripts submitted for transfer credit, are retained by the Registrar's Office for five academic years after the last registered term.

Students who have not registered for five years must resubmit official transcripts of all work completed outside UCLA. Readmission is generally approved if students were in good academic standing (2.0 GPA) when they left UCLA, if coursework completed elsewhere in the interim is satisfactory, and if readmission applications are filed on time. The College or school may have other regulations. Contact the readmission clerk for more information.

Readmission Deadlines

Readmission Term Application Deadline

Fall Quarter August 15

Winter Quarter November 25

Spring Quarter February 25

Graduate Student Registration, Leave, and Readmission

Graduate Student Continuous Registration Policy

Graduate students must be either registered and enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee. Failure to register, have filing fee status, or be on an official leave of absence for any term (fall, winter, or spring quarter) constitutes withdrawal from UCLA.

Graduate Leave of Absence

Continuing graduate students in good standing (3.0 GPA or above) who have completed at least one term of UCLA graduate work may, with the support of their department and approval of the Graduate Division, be eligible for leaves of absence. Graduate students are allowed three quarters of official leave of absence. See the Leave of Absence Request web page; for filing

deadlines, see the Registrar's term calendar.

Federal policy governing students on F-1 and J-1 visas restricts leaves of absence to certain conditions. The Dashew Center for International Students and Scholars, in consultation with the Graduate Division, individually evaluates each international graduate student request for a leave of absence to determine that it meets federal (and UCLA) eligibility criteria.

Students on approved leave of absence are not permitted to use faculty time or make use of UCLA facilities for more than 12 hours since their last registration, and are not eligible for apprentice personnel employment or other services normally available to registered students. There is no need to apply for readmission, since the approved leave is for readmission to a specific term. The Registrar's Office notifies students about registration for the returning term.

Research doctoral students who are new parents or who are confronted with extraordinary parenting demands should consult Standards and Procedures for Graduate Study at UCLA (PDF) regarding Graduate Council policy requiring program accommodations for them.

Graduate Student Readmission

Students who are granted a formal leave of absence do not have to apply for readmission if they resume their graduate work in accordance with the terms of the leave. All other continuing graduate students who fail to register for any regular session, or who fail to complete a term through cancellation or withdrawal, must apply for readmission.

Students who have registered at any time as a graduate student at UCLA and return after an absence (except a formal leave of absence) must file an Application for Graduate Admission. Payment of the nonrefundable application fee may be made by credit card only. Transcripts of all academic work completed since registration at UCLA as a graduate student must also be submitted.

University of Florida

<https://catalog.ufl.edu/UGRD/admission/readmission-university/#text>

Readmission to the University

Readmission applies to undergraduate students who have previously been admitted to and attended the University of Florida, at any level. Students who do not enroll at the university for three consecutive terms must apply for readmission.

Readmission is not guaranteed and is subject to availability at the appropriate level, college and major. Students should contact the college/department they will be applying to for questions regarding availability.

Readmission Requirements

- Satisfactory Academic Records: If the student has attended any college or university since they were last enrolled at the University of Florida, they must have a C or higher

average (as computed by UF) on all work attempted at each institution. Be aware that grades received at other institutions are not averaged with grades received at UF for the purpose of meeting the university's grade point average requirements.

- Students must indicate the college and the level of their last enrollment at UF and must also list all institutions attended since leaving UF and provide complete official transcripts from each before the application deadline.
- Students must be in good standing and eligible to return to each institution previously attended.
- Students must indicate the degree program and/or major to which they want to apply or return.
- Students must meet the current admission requirements of the college or school that they expect to enter.
- Satisfactory Conduct Record: Applicants must present a satisfactory record of conduct.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article3/part3/3-313/>

§ 3-313 WITHDRAWAL FROM THE UNIVERSITY FOR MILITARY OR OTHER NATIONAL DEFENSE SERVICES

a. Undergraduate and Professional Students

1. Credit in Courses

- i. Undergraduate or professional students who, after completing the seventh week and before completing the twelfth week of the semester, withdraw from the university to enter active service with the Armed Forces of the United States or other country (including the National Guard), or other service pertaining to the national defense that is approved by the appropriate university committee and do so enter within ten days of the date of withdrawal, shall be entitled to receive, without examination, credit for one-half of each course in which they have attained a standing of C- or better at the time of withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal. (Grades reported below C- are recorded as W (withdrawn); grades of C- or higher reported in courses taken under the CR-NC option are recorded as CR.)
- ii. Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer, and unless the university has received a verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the Reserve Forces (including the National Guard).
- iii. Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions.
- iv. In cases in which withdrawal occurs during terms of different lengths, the same credit provisions prevail, as follows:
Twelve-Week Term – Half credit after six weeks; full credit after nine weeks.

Eight-Week Session – Half credit after four weeks; full credit after six weeks.
(See § 3-508(c) on refund regulations.)

- v. Students, irrespective of their grade in any course in which they are then registered, who withdraw from the university at any time for any of the above-mentioned reasons, shall be entitled at their discretion to take an examination for credit in the course or for credit for only the first half thereof. The usual grading system applies. (See § 3-102 on grading system.)

2. Graduation

- i. Students who have been at the university for not less than two full semesters, who have met all requirements for graduation (including minimum scholarship requirements), except those that they would fulfill by completing the courses for which they are registered at the time of withdrawal from the university to enter active service with the Armed Forces, will receive full credit in those courses and may be recommended for a degree provided they have completed the seventh week of that semester (sixth week in a twelve-week term or fourth week in an eight-week session), and provided they have a standing in the courses for which they are registered that, if maintained to the end of the semester, would satisfy the requirements for graduation. If the withdrawal occurs before the completion of the seventh week of such semester (sixth week in a twelve-week term or fourth week in an eight-week session), students may be recommended for a degree upon passing examinations covering the first half of the subject matter of the courses in which they are then registered.
- ii. A senior who is eligible for continuing enrollment who at any time leaves the university to enter military service and does so enter within ten days, and who lacks no more than one-sixteenth of the total credit hours required for a degree, may, at the discretion of the college concerned and on approval of the student's major department, be recommended for such degree. But no student should be considered eligible for this privilege who has acquired hours under the provisions of subsection (2)(A) above.
 - “A senior who is eligible to continue” shall be interpreted to mean one whose progress during the student's university registrations has been satisfactory to the administrative officers of the student's college. Among grounds for dissatisfaction might be negligence in meeting requirements, or scholastic deficiencies.
 - “At any time” shall be interpreted to mean “during any semester of enrollment or the interim between successive semesters.” It is not intended that students who stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

b. Graduate Students

A graduate student who withdraws from the university at any time to enter active service with the Armed Forces, or other service pertaining to the national defense as determined by the appropriate university committee, shall be entitled to receive such credit for work theretofore done by the student as the professor in charge of the student's major work and the dean of the Graduate College, in accordance with the recommendation of the instructor or instructors in charge of the work in which the student is registered, deem proper, these officers being guided by policies comparable to those that apply to undergraduate students

who withdraw from the university in order to enter into active service with the Armed Forces, or other service pertaining to the national defense.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article2/part1/2-105/>

§ 2-105 POLICY AND PROCEDURES FOR MEDICAL WITHDRAWAL

- a. The University of Illinois Urbana-Champaign (the university) is committed to supporting the health, safety, and welfare of its students and preserving the integrity of its learning environment. The purpose of a medical withdrawal is to provide students time away from campus for the treatment of a physical or mental health condition that significantly impacts their ability to function safely or successfully as a member of our community. The university has designed this policy to ensure that students are given the individualized attention, consideration, and support needed to address health issues that arise or escalate during their time at the university.
- b. Medical withdrawal is voluntary, and the decision to pursue a medical withdrawal shall be at the sole discretion of the student.
- c. A student is eligible for a medical withdrawal only when the following conditions have been met:
 1. The student has experienced a physical or mental health condition that significantly impacts their ability to function safely and/or successfully as a member of the university community;
 2. The student requires time away from campus for the treatment of said health condition;
 3. The student is seeking a withdrawal from the semester in which they are currently enrolled;
 4. The student initiates the request on or before the last day of classes for the term and has not taken any final exams; and
 5. The student has documentation from a treating healthcare provider attesting to and in support of the medical withdrawal.
- d. Procedures for Medical Withdrawal

1. To request a medical withdrawal, the student must submit a petition online at <https://forms.illinois.edu/sec/8436933>. As part of the petition, the student must:
 - A. Submit a statement that addresses:
 - A. Why they are requesting a medical withdrawal; and
 - B. Describes how they will spend the time away from campus, focusing specifically on what they will do to address the circumstances that led to the withdrawal;
 - B. Provide a completed Academic Information Form
 - C. Give explicit permission for the Office of the Dean of Students and McKinley Health Center to share any and all information pertinent to the medical withdrawal request;
 - D. Give explicit permission for the Office of the Dean of Students and the student's academic college to share any and all information necessary for processing the medical withdrawal request; and
 - E. Provide recent documentation from their treating, licensed healthcare provider that includes, at a minimum:
 - i. The student's relevant medical history;
 - ii. The approximate date of the onset of the condition (or, if a chronic condition, the date the condition was exacerbated);
 - iii. An explanation of how the medical condition significantly impacts the student's ability to function safely or successfully as a member of the university community;
 - iv. Current prescriptions and treatment;
 - v. Treatment plan for medical withdrawal period;
 - vi. Expected outcome of the treatment during the medical withdrawal period;
 - F. McKinley Health Center reserves the right to request additional documentation
2. After receipt of all required documentation, McKinley Health Center will conduct a timely individualized review of the student's medical documentation and will rely heavily on information received from the student's treatment provider. If McKinley Health Center determines that the student meets the conditions set forth in subsection (c), McKinley Health Center will notify the Associate Dean of Students (ADOS) of their recommendation for medical withdrawal, the effective date of withdrawal, any conditions the student must meet before returning to the university, and the rationale for those conditions. If McKinley Health Center determines that the student's documentation does not meet the criteria set forth in subsection (c), McKinley Health Center will notify the ADOS of their recommendation against medical withdrawal and will provide an explanation for this decision.

3. If, for non-medical reasons, the ADOS does not agree with McKinley Health Center's recommendation, the ADOS will communicate their concerns in writing to McKinley Health Center and request revisions as appropriate. If, after reviewing the revised recommendation, the ADOS still does not agree, they will then decide whether to accept the recommendation, reject the recommendation, or modify the recommendation. In making this decision, the ADOS will not substitute their judgment for McKinley Health Center's on any medical matters.
4. The ADOS will email official notification of the decision to the student's university email address. If the ADOS has denied the medical withdrawal, this notification will include a rationale for the denial and information about the appeal process (see subsection (e)). If the ADOS has approved the medical withdrawal, this notification will include the effective date of the withdrawal, the conditions for return (with a rationale), and information about the re-entry process. The student will have five business days to communicate their acceptance of the withdrawal and all conditions to the ADOS in writing. If the student does not accept the withdrawal in writing the medical withdrawal is not approved.
5. If the student accepts the medical withdrawal, the ADOS will then notify the student's college in writing. This communication will include the decision, the effective date of the withdrawal, and the first semester for which the student may request to return.
6. From the date of receipt of all required documentation, this process shall take no longer than three weeks, unless the ADOS can show good cause for the delay.

e. Appeal Process

1. A student may appeal a denial of medical withdrawal to the Dean of Students/Associate Vice Chancellor for Student Affairs (DOS) within five business days of the date of email notification. To do so, the student must submit a written request by email to helpdean@illinois.edu, which must include the reasons for the appeal and any supporting documentation, to the DOS by the deadline.
2. The DOS will promptly review all appropriate records and documentation and confer with McKinley Health Center staff and other appropriate campus professionals. The DOS will then decide whether the medical withdrawal should be approved and will communicate the decision to the student in writing as soon as is reasonably practicable. The DOS's decision is final and is not subject to further review.
3. From the date of receipt of the appeal, this process shall take no longer than two weeks, unless the DOS can show good cause for the delay.

f. Return to the University

1. A student who has medically withdrawn from the university must petition to return by completing an online form <https://forms.illinois.edu/sec/3327572>. For a student's petition to be considered, the student must:
 - A. Describe how they spent their time away from campus, focusing specifically on what was done to address the circumstances that led to the withdrawal;
 - B. Give explicit written permission for the Office of the Dean of Students and McKinley Health Center to share any and all information pertinent to the petition;
 - C. Give explicit written permission for the Office of the Dean of Students and the student's academic college to share any all information necessary for evaluating the petition; and
 - D. Provide documentation, which must be current within 90 days of its submission, from a licensed healthcare provider that includes, at a minimum:
 - i. Documentation regarding their work with the student;
 - ii. Documentation regarding the student's clinical status;
 - iii. A statement of opinion as to the student's readiness to resume academic study and university life; and
 - E. Submit any other documentation necessary to demonstrate that the conditions for return have been met.
 - F. Submit all materials by the deadlines below:
 - i. November 15 for Spring semester return
 - ii. April 15 for Summer semester return
 - iii. June 15 for Fall semester return
2. McKinley Health Center will conduct an individualized review of the student's medical documentation and will rely heavily on information received from the student's treatment provider. McKinley Health Center reserves the right to speak with students in person, by phone, or virtually. McKinley Health Center also reserves the right to request additional documentation from a healthcare provider. If, based on this review, McKinley Health Center determines that the student's medical condition is either resolved or addressed to such an extent that the condition is no longer significantly impacting the student's ability to function safely and/or successfully as a member of the university community, McKinley Health Center will notify the ADOS of their decision to approve the student's petition to return from medical withdrawal. If McKinley Health Center determines that the student's medical condition has not been addressed to such an extent that the condition is no longer significantly impacting the student's ability to

function safely and/or successfully as a member of the university community, McKinley Health Center will notify the ADOS of their decision to deny the student's petition to return from medical withdrawal and will provide an explanation for the decision.

3. The ADOS will issue a decision letter to the student in writing, sent to the student's email address. If approved for return, the letter will include the decision, suggested campus resources, the day/time of a transition meeting with staff in the Office of the Dean of Students, and the name and contact information for a person in their college for further academic and registration assistance.
4. At this time, the ADOS will also issue a decision letter in writing to the student's college.
5. If the student's request for return is denied, the letter will include the decision, rationale for the denial, recommendations that will enhance the student's chance of a positive recommendation the next time the student's request is considered, and appeal criteria and procedures.
6. A student may appeal a denial of their petition to return to the Dean of Students/Associate Vice Chancellor for Student Affairs (DOS/AVCSA) within five business days of the date of the emailed decision letter. To do so, the student must submit a written request via email to helpdean@illinois.edu, which must include the reasons for the appeal and any supporting documentation by the deadline.
7. The DOS/AVCSA will promptly review all appropriate records and documentation and confer with appropriate campus professionals. The DOS/AVCSA will decide whether the DOS decision should be overturned and will communicate the decision to the student in writing as soon as is reasonably practicable. The DOS/AVCSA's decision is final and is not subject to further review.
8. From the date of receipt of the appeal, this process shall take no longer than two weeks, unless the DOS/AVCSA can show good cause for the delay.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article2/part9/2-901/>

§ 2-901 POLICY AND PROCEDURES FOR INVOLUNTARY WITHDRAWAL

- a. The University of Illinois Urbana-Champaign (the university) is committed to facilitating the health, safety, and welfare of its students and preserving the integrity of its learning environment. If the Dean of Students or designee (DOS) is provided with a credible report that a student may pose a significant risk to the health and safety of the campus community,

the DOS will initiate an individualized review of the student's risk and may take interim action. If, after review, the DOS determines that a student poses a significant risk to the health and safety of the campus community that cannot be reduced through voluntary measures, the university may separate the student from the university and its facilities using this procedure.

- b. When practicable and appropriate, the university will take steps to facilitate a voluntary withdrawal under applicable procedures before initiating the involuntary withdrawal process.
- c. Upon recommendation from the Behavioral Intervention Team and based on an individualized review of the student's ability to safely participate in the university's programs and academic pursuits, the DOS may involuntarily withdraw and separate a student from the university upon determining that:
 0. The student's continued presence poses a substantial risk to the health and safety of the campus community and/or the student cannot or will not comport their conduct with the Student Code to a degree that it disrupts the continuity of the educational process;
 1. The student's circumstances cannot be resolved with reasonable accommodations pursuant to § 1-110, either because no adequate accommodations are available or the student has refused such accommodations;
 2. The student's circumstances cannot be resolved through other applicable university responses (disciplinary, academic, etc.); and
 3. The student has failed to take voluntary action that would resolve this situation, or no such voluntary measures exist.
- d. Procedures for Involuntary Withdrawal
 0. The DOS will issue a written notice to the student. This notice must include:
 - . A statement that the DOS is considering an involuntary withdrawal;
 - A. The basis for the possible involuntary withdrawal;
 - B. The student's right to meet, either in person or remotely (the DOS maintains the sole discretion to determine whether the response will take place remotely), with the DOS to respond to the basis for the possible withdrawal and to present additional information

- C. The date, time, and location/manner of this meeting or instructions for scheduling this meeting;
 - D. The student's right to have an advisor or support person, who may not speak on behalf of the student, with them during the meeting;
 - E. A statement that the student's failure to attend this meeting will not prevent the DOS from moving forward with this process; and
 - F. A statement that if the student decides to withdraw voluntarily, the involuntary withdrawal process will be suspended.
1. After meeting with the student or reasonably attempting to do so, the DOS will conduct an individualized review of appropriate records and documentation, confer with the Behavioral Intervention Team, and consult with any other university professionals as needed. As part of this process the DOS:
 - . Will consider the best available objective evidence and, if applicable, current medical knowledge, in the individualized assessment;
 - A. May require the student to sign all reasonable and relevant records releases authorizing direct communication between the DOS and any individual holding information relevant to this matter, including but not limited to the student's medical provider(s), whether on-campus or off-campus, the student's friends and family, and/or employees of previous institutions the student attended, as appropriate; and
 - B. If needed to aid the DOS in making an individualized assessment, may require the student to undergo a supplemental forensic evaluation at the university's expense by an independent health professional designated by the university.
 2. The DOS will then determine whether the criteria in subsection (c) apply and, if so, issue to the student a written decision, which will include the effective date of the withdrawal, information regarding the student's exclusion from university property, instructions for requesting permission to be on university property, any conditions for return, and information regarding the appeal process including contact information for the Vice Chancellor for Student Affairs or designee (VCSA). If the DOS has met with the student following the written notice described in subsection (c)(1), then the decision should be communicated to the student within 48 hours of that meeting unless the DOS can show good cause for the delay. The DOS will submit withdrawal paperwork to the Office of

the Registrar and, if applicable, cancellation paperwork for any future registration.

3. In an emergency situation where a student's continued presence is reasonably likely to pose a substantial risk to the health and safety of the campus community, the DOS may place the student on an emergency interim leave before a final determination, as described above, is made. The DOS will reasonably attempt to directly communicate with the student and to consider information provided by the student before deciding on an interim leave. The student will receive written notice of the emergency interim leave. This notice will include information on how to appeal the interim leave. The emergency interim leave will remain in effect until the involuntary withdrawal process is concluded or a determination has been made that the emergency interim leave is no longer necessary.

e. Appeal Process

0. A student may appeal an involuntary withdrawal or an emergency interim leave to the VCSA within five business days of the date of the decision. To do so, the student must submit a written request, which must include the reasons for the appeal and any supporting documentation by the deadline.
1. The VCSA will promptly review all appropriate records and documentation and confer with appropriate campus professionals. The VCSA will then decide whether the involuntary withdrawal should be continued, with or without modifications, and will communicate the decision to the student in writing as soon as is reasonably practicable. The VCSA's decision is final and is not subject to further review.
2. From the date of receipt of appeal, this process shall take no longer than two weeks for an appeal of an involuntary withdrawal or three calendar days for an emergency interim leave, unless the VCSA can show good cause for the delay.
3. If the student is allowed to return to classes after having been excluded for a period of time, the Office of the Provost will communicate with the instructor(s) of the courses in which the student was enrolled prior to initiation of the emergency interim leave to facilitate that return.

f. Return to the University

0. A student who has been involuntarily withdrawn must seek permission to resume studies by sending a written notice to the DOS. This notice must include,

at a minimum, a request to return to the university and any appropriate documentation demonstrating compliance with the conditions for readmission. For full consideration, the student must submit these materials at least 60 calendar days prior to the semester in which the student is seeking to resume their studies.

1. The DOS may require the student to sign all reasonable and relevant records releases authorizing direct communication between the DOS and any individual holding information relevant to this matter, including but not limited to the student's medical provider(s), whether on-campus or off-campus, the student's friends and family, and/or employees of previous institutions the student attended, as appropriate.
2. The DOS will conduct a review of available information, confer with appropriate university professionals, and then determine:
 - . Whether the student has demonstrated that they have satisfied the conditions for return;
 - A. Whether the student can function appropriately in an academic setting; and
 - B. Whether the student no longer poses a substantial risk to the health and safety of the campus community based upon consideration of the best available objective evidence and, if applicable, current medical knowledge.
3. The DOS will notify the student in writing of the decision within ten business days of the receipt of the student's request unless the DOS can show good cause for the delay. If the request for permission to return has been approved, the DOS may approve with the inclusion of additional recommendations or requirements. If the request has been denied, the DOS will include in the written communication what additional steps the student must take to meet the conditions for readmission. The DOS will also include in the written communication information on appealing the denial.
4. The student may appeal the decision of the DOS to the VCSA by submitting a written request and any supporting materials within five business days of the date of the decision. The VCSA will promptly review all appropriate records and documentation and confer with appropriate campus professionals. The VCSA will then affirm, overturn, or modify the decision of the DOS and communicate the decision to the student in writing within ten business days, unless the VCSA

can show good cause for delay. This decision is final and is not subject to further review.

5. A successful request for permission to return to the university under these procedures does not guarantee reentry into the student's previous or desired major or program.

g. Fees and Refunds

0. The normal policies and procedures for tuition, financial aid, and fee refunds for students who withdraw during an academic term, as described in housing contracts and other university policies, will apply to students who are withdrawn pursuant to this policy.

University of Iowa

<https://registrar.uiowa.edu/returning-re-entering-students>

Returning/Re-Entering Students

Students that earned a degree in their last session of attendance need to apply for re-entry through the Office of Admissions.

Students absent from The University of Iowa less than 12 months, who did not earn a degree in their last session of attendance, and do not have a registration day and time assigned, should contact the UI Service Center to have a registration day and time set up.

Students absent from The University of Iowa 12 months or more need to apply for re-entry through the Office of Admissions.

International students need to contact International Student and Scholar Services (ISSS) regardless of the length of their absence.

University of Iowa

<https://veterans.uiowa.edu/military-service-obligations#heading4846>

Military Activation Policy

The University recognizes and appreciates the important contributions made in service of our country by these men and women. In support of these students, the University has developed procedures to provide each student with maximum flexibility. Consistent with the policy developed during the Middle East crisis of 1990, veterans, members of the national guard, US military reservists, spouses and dependents that are affected by military activation have the following options:

Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded.

If arrangements are made with the instructor for grades or incompletes (to be made up later) in the courses, the registration would remain intact and tuition and mandatory fees would be assessed in full.

If arrangements are made with only some of the instructors for grades or incompletes, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded.

The option the student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing University and Federal policies for each of the above situations. Inquiries should be directed to the Office of Student Financial Aid. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

In addition to the above mentioned University of Iowa policy there are implications related to any financial aid you may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the Office of Student Financial Aid in the University Capitol Centre is advised as soon as is convenient.

University of Maryland

<https://gradschool.umd.edu/health-insurance/leave-absence-information>

Leave of Absence Information

(GRADUATES:) The university allows students in certain circumstances to apply for a leave of absence of up to two semesters or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. To be eligible for a leave of absence, the student must have completed at least one full semester. Complete information about the Leave of Absence policy is found on the Graduate School website in the "Registration Policies" section of the Graduate Catalog.

To request a leave of absence, the student and their department/program must complete the Request for Leave of Absence Form found on the Forms page of the Graduate School website.

The Graduate School's Academic Counselor, Ms. Simone Warrick Bell, works with all graduate students who elect to go on a leave of absence. Please contact Simone at slivings@umd.edu for more information.

Graduate Assistants: Important Health Insurance Information about taking a Leave of Absence
When taking a Leave of Absence, students will not be enrolled which means that students will not be able to hold a Graduate Assistantship. If the students' health insurance plan is through an graduate assistantship, then their health benefits will end as soon as the assistantship ends.

When students lose health insurance coverage because of job loss (like taking a leave of

absence), students will be eligible to purchase another health plan using a Qualifying Event process. Students may use the Qualifying Event process to purchase a health plan from a variety of sources, including the University's Student Health Insurance Plan (SHIP). To enroll in SHIP using the Qualifying Event process, go to the AHP website at umdgrad.myahpcare.com/enrollment and scroll to the middle of the page

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/registration/>

Return to the University

Normally, a student may withdraw from the university only once during matriculation as an undergraduate. Students who find it necessary to leave the university are required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal, are exempt from this requirement. Students who withdraw or take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. For information on returning to the university, please see studentsuccess.umd.edu.

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/registration/>

Military Call-ups

It is the intent of the University of Maryland, College Park, to facilitate the withdrawal or change in registration and the re-enrollment of students who are called to active military duty during the semester. The student (or a representative) should take (or send) a copy of the military orders to the Office of the University Registrar and process a withdrawal form or change in registration paperwork. Detailed information about this process may be obtained from the Office of the University Registrar. Withdrawal for active military service will have no effect on any subsequent request to withdraw from the University.

Michigan State University

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s17063>

Long-term leave procedures for military service

A long-term leave is defined as an absence from the University for 15 consecutive calendar days or more. A student whose military service will require more than 15 days of leave from the University has three options:

A student may withdraw, in-full or in-part, from the semester with proof of military orders that exceed 15 days. In such cases, the student will receive a full refund of any tuition and fees paid for the term in which the student withdraws.

A student may discuss absences with individual instructors to make accommodations for completion of required coursework, or equivalent assessments, during a mutually agreed upon timeframe. If the timeframe meets the criteria for an extension or incomplete in the course, the student must comply with university policies related to this decision.

Students may choose a combination of dropping individual courses and planning to complete other courses, depending on the guidance of their instructors, keeping the student's academic success and progress at the forefront of consideration. If a student chooses to drop multiple courses, the student will also be entitled to a full refund for each course.

If military leave results in a student's need to be readmitted to MSU, the student and institution will comply with 34 Code of Federal Regulations section 668.18 (<https://www.govinfo.gov/app/details/CFR-2011-title34-vol3/CFR-2011-title34-vol3-sec668-18>).

Graduate students concerned about their time to degree should work with their graduate advisor and Graduate Program Director to request a time extension from the MSU Graduate School. Although extensions are not guaranteed, they are considered for the each student's unique situation.

University of Minnesota

<https://onestop.umn.edu/academics/take-leave-absence#:~:text=The%20University%20has%20a%20formal%20leave%20of%20absence,to%20your%20degree%20program%20at%20a%20later%20date.>

Maintaining active status

At the University of Minnesota, you are expected to maintain continuous enrollment (i.e. register for classes) every fall and spring term. This is called maintaining "active" status.

However, if you do not enroll in classes for a single term (with the exception of summer), your student status will be discontinued, or moved to "inactive" status. If you become inactive and at a later date wish to resume your studies at the University, you will have to apply for readmission.

While it is important to maintain active status to stay on target for graduation, the University realizes there are circumstances in which you may need to take a break in your studies. Depending on your situation, you may either want to withdraw or take a formal leave of absence. We encourage you to speak with your advisor to determine which option is right for you.

Withdraw from the University

If you plan to withdraw from the University and do not have a definite plan to return, review our withdrawal guide. Withdrawing also applies to you if you plan to transfer to another institution.

Apply for a leave of absence

The University has a formal leave of absence (LOA) process for students who need to take a break in their studies and plan to return to the University within two years. An approved LOA allows you to break your continuous enrollment and return to your degree program at a later date. See leave of absence (LOA) to learn about eligibility requirements and the application process.

University of Minnesota

<https://onestop.umn.edu/academics/leave-absence-loa>

Leave of Absence (LOA)

If you do not plan to enroll in classes for at least one semester or more and plan to return to the University within two academic years, you may qualify for a Leave of Absence (LOA). A formal LOA requires approval and provides several benefits to you. A few benefits include being able to maintain your student status and degree program requirements upon your return. Learn more about eligibility requirements and application process below.

LOA eligibility includes:

- Physical or mental health concerns
- Family obligations
- Financial concerns
- Military service
- Academics—sequenced courses not offered for upcoming term, reconsidering major, academic struggles or lack of direction, studying abroad, etc.
- Career opportunities

You are not eligible for LOA if any of the following is true:

- It is your first term at the University.*
- You are currently on academic suspension.
- You do not intend to return to the University.
- You are admitted or plan to enroll in a degree program at another institution.
- You are participating in the Study Abroad or National Student Exchange program (check with your advisor).

We recommended that you request a leave of absence for a future term, during the term prior to your leave. You may only request a leave of absence for the current term if you make the request no later than the tenth day of the term.

*You may not take a leave of absence for your first term at the University. Instead, you may need to change your term of admission by contacting the Office of Admissions on your home

campus. If you are currently taking classes in your first term of enrollment and extenuating circumstances arise, contact your advisor.

University of North Carolina

<https://ed.unc.edu/current-students/taking-a-leave-of-absence/#:~:text=How%20to%20Request%20a%20Leave%20of%20Absence%20In,Student%20Affairs%20via%20soestudentaffairs%40unc.edu%20with%20appropriate%20sections%20completed.>

Leave of Absence and University Withdraws

For All Students

University Withdrawals

Please refer to the Office of the University Registrar for complete details on how to request a student withdrawal in Connect Carolina.

Medical Withdrawals

All students requesting a medical withdrawal from campus must be processed by Campus Health or Counseling Psychological Services. A student receiving a medical withdrawal may be required to receive medical clearance before being readmitted.

For Undergraduate Students

No academic policies or administrative procedures are in place to grant or monitor a formally recognized Leave of Absence. The Dean of Students Office has more information about how to navigate class or exam absences that may arise due to a significant health condition or personal/family emergency.

If you are an international student, see International Student and Scholar Services for specific information about taking a Leave of Absence.

For Graduate Students

Eligibility

To be eligible for a leave of absence a graduate student must be in good standing, must not have received an extension of the time limit for the degree, and must not have temporary grades of IN or AB on course work taken. Please note, a leave of absence is different from a university withdrawal.

During the leave no formal academic progress can be made.

How to Request a Leave of Absence

1. In advance of the leave period, complete the Request for Leave of Absence Form.

2. Submit the form to the Office of Student Affairs via soestudentaffairs@unc.edu with appropriate sections completed.
As these forms go through program faculty meetings for review, please be sure to submit well in advance of the requested leave time. In most instances, it takes 30 days to process a leave request.

Graduate students can refer to the Graduate Student Handbook for more information.

For International Students

International students requesting a leave of absence or withdrawing from the University must notify ISSS before the withdrawal or leave of absence is requested, even if the withdrawal or leave is only for one semester or part of a semester. Only ISSS can approve an authorized withdrawal in the Student and Exchange Visitor Information System (SEVIS). [More about taking a leave of absence for international students.](#)

Ohio State University

<http://veterans.osu.edu/veterans-resources/when-called-to-duty>

When Called to Duty

When students are called to active military duty, it is the university's intention to make their transition out of the university as smooth and problem free as possible.

Contact either Certifying Official in Military and Veterans Services (Shyloe Mayle OR Gina Lee) to initiate this process and discuss the steps you will need to take to withdraw. For a review of steps you need to take when you learn that you will be deployed, visit the Military Call to Active Duty page. In addition, you will need to work with your assigned Academic Advisor, or Emilia Louy MVS Senior Academic Advisor.

How do I return to OSU after serving on active military duty?

If you have taken classes at OSU, were called to active military duty, and now wish to return to OSU, click here for a checklist of steps you need to take in order to re-enroll in classes at OSU and to be eligible for federal financial aid. We also recommend that you take the following steps to ensure a smooth transition to the university as a whole:

1. Contact Shyloe Mayle (614-292-6908) or Gina Lee (614-292-3453) in Military & Veterans Services to be sure that your GI Bill® Benefits are confirmed for your enrollment.
2. Confirm your housing. If you want to live on campus, contact the University Housing office. If you want to live off campus, contact Off-Campus and Commuter Student Services for information regarding available off campus housing and for assistance in finding a roommate.
3. If applicable, contact the Student Life Disability Services to arrange for accommodations in the classroom.

4. Re-establish connections. If you have previously received counseling or medical care from the university or the VA, be sure to make contact with those offices to begin receiving services.

Ohio State University

https://registrar.osu.edu/policies/buckeye_guide_academic_policies_070522.pdf

Leave of absence

Students should meet with academic advisors before deciding to withdraw from courses or not to enroll for the next term. Advisors help students balance personal needs and academic progress with university policies.

If classes have already started for the semester or summer term, a withdrawal form may be required.

If a student is withdrawing from their first semester at Ohio State, but plans to attend the following semester, they should contact Undergraduate Admissions about updating their application.

If a student has received financial aid, they should contact Buckeye Link before withdrawing to understand the financial consequences of a withdrawal.

Returning after a leave of absence

When a student is ready to return after a leave of absence, they should contact the advising office of the college or school they were previously enrolled in. If a student wants to change majors, they should contact the advising office of the new college or school. A student is allowed to return provided they were not dismissed from Ohio State, and they are eligible to enroll in their desired program.

If a student took course work at another institution(s) during their leave of absence and wants to transfer that credit, they should send their transcripts to Ohio State.

A student who already completed a degree and wants to take courses not specific to a second undergraduate degree will enroll through Extended Education.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/J-2-leave-of-absence.html>

J-2: Leave of Absence

Procedure:

Only students who are baccalaureate, associate, or medical doctorate degree candidates may file for a leave of absence. A student desiring to take a leave of absence must complete a Leave of Absence form. The Office of the University Registrar will obtain the approval of the student's college dean, campus chief academic officer, the Director of the Division of Undergraduate Studies, or designee, whichever is appropriate.

If the leave is approved by the dean/academic officer/director/designee the Office of the University Registrar is notified, and the leave is entered in the Student Information System and the form retained in that office. The deadline for filing is the last working day prior to the first day of classes for the semester/session that the leave will begin. Leaves are not required for summer session only.

Normally, leaves for undergraduate students are not approved for a period longer than one year. Under special circumstances (e.g., serving mandatory military deployment in a student's home country*), a leave of absence may be approved to a maximum of two years. Leaves for medical students may be approved for a maximum of two years.

A student who has withdrawn as a degree candidate is not eligible for a leave of absence. A student who has been suspended or dismissed from the University is not eligible for leave of absence.

At the end of an approved leave of absence, a student may register for their return semester without applying for re-enrollment. The student registers for the returning semester according to the schedule established for that semester.

A student who desires to return earlier than the semester agreed upon on as the "returning semester" on the Leave of Absence form (without applying for re-enrollment) must notify the Office of the University Registrar no later than two weeks prior to the start of classes in which the student wants to enroll. Exceptions after this deadline are at the discretion of the unit of enrollment.

A student who desires to extend a leave of absence beyond the semester agreed upon on as the "returning semester" on the Leave of Absence form must submit a new Leave of Absence form on or before the last working day prior to the first day of classes for the semester/session that the leave will begin, which will be reviewed by the same officials as the original request; in no case can the leave of absence be approved to extend beyond two years in total.

A student who plans to enroll for course work at another accredited institution during a leave of absence should review program plans with their academic adviser and the Undergraduate Admissions Office to verify that the course work will be eligible for Penn State transfer credit. Before commencing a leave of absence, a student is responsible for notifying other appropriate offices, such as the Office of Student Aid.

NOTE: Military leave of absence for U.S. Armed Forces active-duty service members or activated reserve-component service members (Guard or Reserve), and/or those who are dependent spouses or dependent domestic partners of the active-duty service member or activated reserve-component service member is covered under J-3 U.S. Military Leave of Absence, Withdrawal, and Late Drop.

Texas A&M University

<https://admissions.tamu.edu/apply/readmit>

Readmit

Seeking Readmission at Texas A&M

We know life can get in the way sometimes and that's why Texas A&M University offers readmission to students who have to leave school for whatever reason. Rejoin the Aggie family and complete your undergraduate or graduate degree by applying today!

Students who were previously enrolled in a degree-granting program at Texas A&M and did not complete their program of study can apply for readmission to the university.

Military Readmission

Readmission for Students called to Military Duty

"Military duty" means any activity of a service member performing a duty under a lawful military order, including training.

Students who are called to military duty and must step away from classes for training or temporary duty during a long semester, or are unable to attend a long semester, are required to submit a Readmission application, along with a copy of orders. The copy of the orders will serve as a fee waiver for the application fee.

As long as the student left the university in good academic standing and is returning to the same major, readmission is granted most of the time. If the student did not leave in good standing or applies for a different major, the application will have to go through the regular review process.

Readmission for Students who need to do a Military Withdrawal Due to being Called to Active Military Service

Information and instructions for students called to active military service is available on the Office of the Registrar website.

Please note, upon your return, you are required to submit a Readmission application, along with a copy of orders. The copy of the orders will serve as a fee waiver for the application fee.

As long as you left the university in good academic standing and are returning to the same major, readmission is granted most of the time. If you did not leave in good standing or apply for a different major, the application will have to go through the regular review process.

Withdrawal Due to Call-Up to Active Military Service

"Active military service" means state active-duty service, federally funded state active-duty service or federal active-duty service. The term does not include service performed exclusively for training, such as basic combat training, advanced individual training, annual training, inactive duty training and special training periodically made available to service members.

University of Texas – Austin

<https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Leaves of Absence

Graduate students at The University of Texas at Austin may apply for a leave of absence of no more than two semesters.

A student on leave may not use any University facilities nor is the student entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or course work.

Requesting a Leave of Absence

Master's students and students not yet admitted to candidacy for the doctoral degree must submit an Authorization for Leave of Absence form for approval by the graduate adviser. The decision of whether to grant a leave of absence for a student not in candidacy is left to the discretion of the graduate adviser and Graduate Studies Committee. The only rule is that the decision be made "in the best interests of the academic progress of the student" and the form must be returned to the Graduate School in advance of the semester for which a leave is granted.

If the student has been admitted to candidacy for the doctoral degree, the application for leave must be petitioned in advance by the graduate adviser to the graduate dean and will be approved only in rare and unusual circumstances. Use the Petition for Leave of Absence form, which must be accompanied by a letter from the graduate adviser to the dean of the Graduate School specifying the reason(s) for the leave.

Readmission

A student on an approved leave may reenter the graduate program by applying for readmission. Failure to secure a leave of absence in advance of the semester for which a student will be on leave means the student will not be guaranteed readmission and will be assessed an application fee for readmission.

University of Texas – Austin

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/withdrawal/>

Withdrawal

A student who wishes to withdraw from the University after completing registration for a semester or summer session must secure the dean's acknowledgement. Following withdrawal, students are required to meet with the appropriate school/college academic advisor or other designated individual before the first class day of the semester for which they plan to re-enroll. A student who is a minor must present a written statement from a parent, guardian, or sponsor indicating that the responsible person knows of the student's intent to withdraw. In addition, international students must have permission from the International Office to withdraw.

The dean's signed acknowledgement to withdraw must be submitted to the registrar, where the student may request a refund of tuition, if eligible. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments. No refund will be made to anyone other than the payer, except on the payer's written order.

After the last day for withdrawing (approximately mid-semester), an undergraduate student may petition for withdrawal only for urgent, substantiated, nonacademic reasons. Withdrawal by an undergraduate student on scholastic probation may affect the student's scholastic standing. Information about scholastic probation and dismissal is given in Scholastic Probation and Dismissal.

A graduate student in good standing may withdraw with the acknowledgement of the graduate dean through the last class day of the semester. A graduate student who is in warning status may not withdraw without the recommendation of the graduate advisor and the acknowledgement of the graduate dean.

Withdrawal for military service. A student who withdraws as a result of being called to required military service may choose (1) to receive a refund of tuition for the semester; (2) if eligible, to be assigned an incomplete (symbol X) in each course as described in Symbol X: Temporary Delay in Reporting the Final Class Grade; or (3) at the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Policies affecting students who are absent for military service but do not withdraw are given below.

Medical withdrawal. After the last day for withdrawing, a student who has an urgent, substantiated, and significant medical or mental health condition which impacts the student's academic functioning may be withdrawn from the University as of the date, and under the conditions, specified at the time of the withdrawal. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments.

A student must request a medical withdrawal from UHS/CMHC by the last class day. Forms must be returned to UHS/CMHC before the first day of final exams. A student who requests medical withdrawal must submit copies of medical records from each medical and mental health care provider treating the condition. The medical records must include the date of onset of the illness or injury, dates of care, and diagnosis and prognosis. If the withdrawal is approved, the registrar and other appropriate officials will be notified. Specific information about the medical withdrawal process is available at the University Health Services website.

University of Washington – Seattle

<https://registrar.washington.edu/students/withdrawal-leave/>

Quarter-Off Eligibility Policy

If you are an undergraduate or professional student (dental, law, or medical) who has completed the preceding quarter here at the University of Washington, you may take a quarter off under the Quarter-Off Eligibility Policy.

Subject to college, school and departmental enrollment policies, an undergraduate or a professional student who has completed a quarter at the University of Washington may take the following quarter off and remain eligible to register in Registration Period I for the subsequent quarter without submitting an application as a returning student. For example, a student completing winter quarter may, without registering for or completing spring quarter, register during Registration Period I for autumn quarter without reapplying. Be advised that a registration date for that following quarter's registration period will not appear on your MyUW front page. Please refer to the University's academic calendar to find your registration date for the quarter in which you wish to resume your studies after your quarter-off.

Any quarter from which a student has completely withdrawn, or from which he/she is canceled, does not constitute a completed quarter. Summer quarter enrollment is not required to maintain continuous registration eligibility.

Returning students who do not meet the criteria described in the above paragraph must submit a Returning Student Reenrollment Form by the published deadlines and pay the submission fee.

The Quarter-Off Eligibility Policy is not available to graduate students. Graduate students are governed by the On-leave Policy.

University of Wisconsin – Madison

<https://policy.wisc.edu/library/UW-1227>

Leaves of Absence

If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class.

Previously enrolled students who wish to return to Graduate School should follow the instructions for Readmission to Graduate School. Any student who does not enroll for a fall or spring term is considered to be a reentry and must pay the Graduate School online application fee. Any student granted readmission must adhere to the most current requirements as listed in the Graduate School Academic Policies & Procedures. Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Doctoral degree students who have been absent for ten or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; however that coursework will not count toward Graduate School credit requirements.

Non-dissertators: The Graduate School has no formal policy regarding a leave of absence at the pre-dissertator level, although some programs do. Therefore, it is critical that students contact their major programs before considering a break in enrollment of one or more terms.

Dissertators: A candidate for a doctoral degree should be aware that failure to take the final oral examination and submit the dissertation within 5 years after passing the preliminary examination may require another preliminary examination and admittance to candidacy a second time. In addition, the Graduate School requires all dissertators to maintain continuous enrollment. In rare circumstances when this is not possible, a degree completion fee is assessed to recognize the inevitable use of university facilities (including faculty and staff time) up to and including the successful defense of the dissertation.

International Students: International students considering a leave of absence should check on their visa status with International Student Services (ISS).