

SENATE ACTION FORM

No. 1226

Subject: Leave of Absence policy, Graduate Catalog

Reference to Senate Minutes dated: January 31, 2022

Senate Action:

MOTION: APC – It is moved to approve the Leave of Absence policy for inclusion in the Graduate Catalog

VOTE: Approved by voice vote.

Response requested:

**Approval for placement in University Catalog**

Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

\_\_\_\_\_  
Faculty Senate Chair  
\_\_\_\_\_  
Date

02/24/2022

\* \* \* \* \*

Administrative review of Senate action (unnecessary for information items):

Reviewed by **VPAA/Provost**. Check  if comments attached

Reviewed by **General Counsel**. Check  if comments attached

Presidential action

Attachment to Senate Action #1226

Approved by the Faculty Senate

January 31, 2022

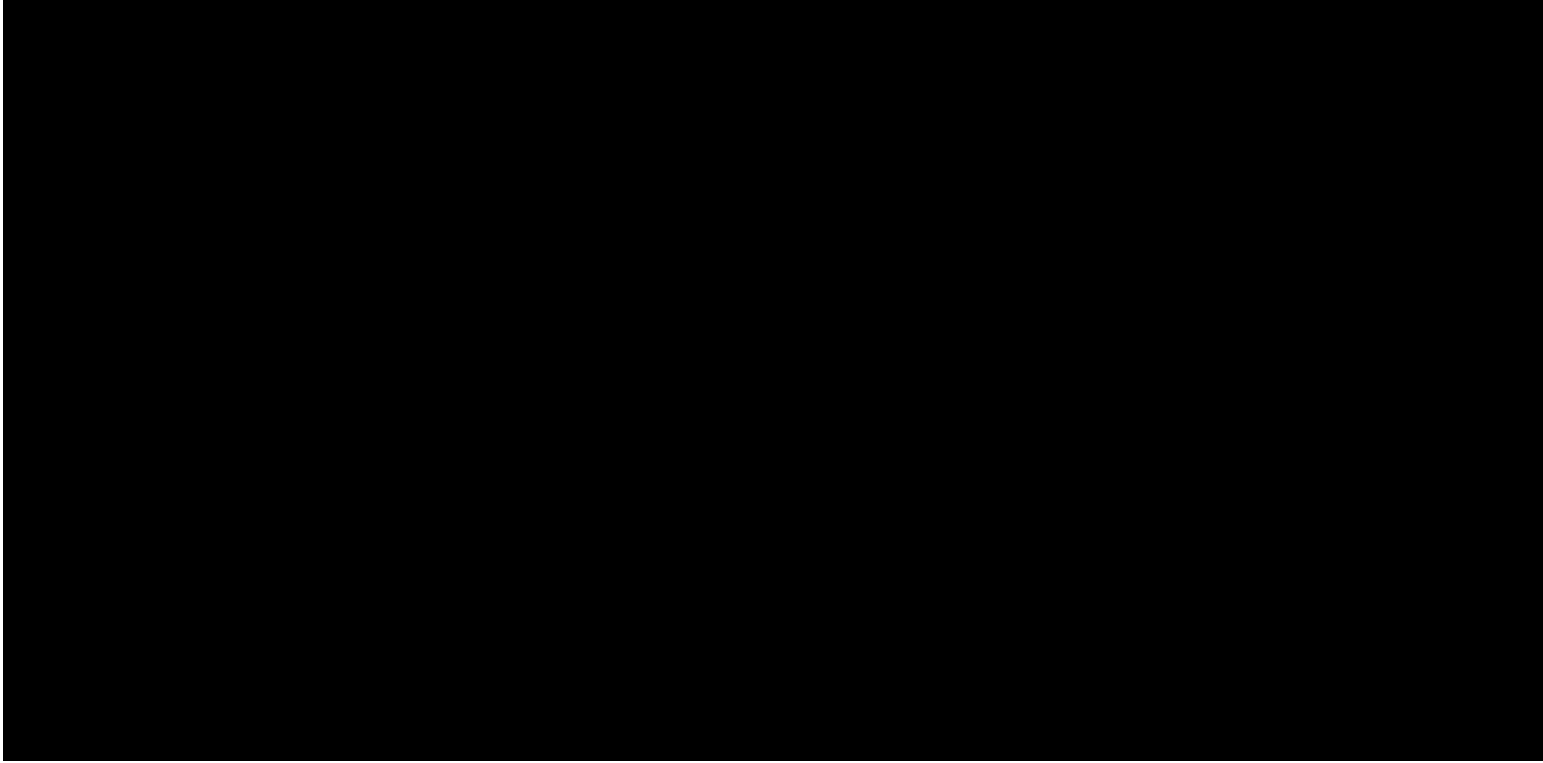
---

**New policy for inclusion in the Graduate Catalog**

Clean copy version below.

## **Leave of Absence (LOA) Policy**

A Leave of Absence (LOA) is a temporary pause of graduate study that permits a graduate student in good academic standing to postpone their graduate program for a defined period of time. In the event of circumstances that interfere with continuation of a degree program, a graduate student may apply for a LOA. If approved, ~~the student may~~ stop the term clock on a degree program and then rejoin the program without reapplying to the university. A student may be granted a LOA for a minimum of one semester and up to one calendar year for reasons, including but not limited to, medical, family, financial, and work. A





- after three (3) semesters of non-enrollment, the student's program becomes inactive and the student must reapply for admission to the degree program.
  - **LOA limitations:** A student may apply for the LOA twice during the same degree program. The total time of all approved LOAs may not exceed two academic years.
  - **Notification:** The student, and all who signed the LOA Request Form, are notified of the final decision by email.
  - **Registration hold:** A registration hold is placed on the student's account for the approved LOA period. The student may not register for courses until they have applied, and been approved for, reinstatement.
-