

Leave of Absence Policy (Graduate Students)

ROWAN UNIVERSITY POLICY

Title: *Leave of Absence*

Subject: *Academic Affairs*

Policy No: *AA: 2019:01*

Applies: *University Graduate Students*

Issuing Authority: *Office of the Provost*

Responsible Officer: *Provost / Senior Vice President for Academic Affairs*

Adopted:

Last Revision: *08/28/19*

Last Reviewed: *08/28/19*

I. PURPOSE

The purpose of this policy is to define the following academic status: leave of absence. The policy outlines the timing of leaves, ways to return from a leave, and conditions surrounding leave of absence.

II. ACCOUNTABILITY

Under the direction of the Provost, all University Deans shall implement this policy and all faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy applies to all enrolled graduate students of Rowan University, within their regular program length, with the exclusion of the professional medical degree programs offered by the Cooper Medical School of Rowan University and Rowan University School of Osteopathic Medicine.

IV. REFERENCES

1. *Adapted from* Leave of Absence Policy, Princeton University Graduate School. <https://gradschool.princeton.edu/policies/leave-absence> (accessed August 2019).

V. DEFINITIONS

1. ***Regularly enrolled graduate students***
Degree-seeking graduate students are considered to be in regular enrolled status within the defined program length.
2. ***Leave of absence***
The regular defined program length has been interrupted because the student is not pursuing degree related work.

VI. Policy

The Dean/designee of the respective academic college or school may grant a temporary leave of absence to students who demonstrate sufficient cause to justify such a leave. Students who feel their circumstances justify a leave should contact the appropriate graduate program director or department chair to discuss the possibility of a leave of absence, the consequences of interrupting their program of study, and the conditions that will need to be satisfied to return to the university. The Dean/designee of the respective academic college or school is responsible for granting leaves and works in collaboration with the appropriate academic authority when determining if and when a student on leave returns to the university.

Whenever possible, students should discuss with their advisors and/or graduate program directors the impact a leave of absence would have on their ability to complete their program of study.

1. Students in good academic standing who must interrupt their studies temporarily should apply for a leave of absence in writing to the Office of their respective Academic College Dean through their graduate program director or department chair. A graduate student may be granted a leave of absence for a period not to exceed a total of (12) calendar months with appropriate documentation.
2. Students cannot apply for a leave of absence for a semester in which they are currently registered for classes and leaves of absence can only be approved for semesters that have not yet begun.
3. Leaves of absence extend time to degree completion including any deadlines and other degree requirements. During a leave of absence, the student will be placed on "Inactive Status."
4. Students choosing to resume their program of study must provide written notification of their intent to return to their respective Office of the Academic College Dean, through their graduate program director or department chair at least one month prior to the expiration of the leave.
5. The student will resume "Active Status" upon receipt of notification.
6. Students wishing to extend their leave of absence will be required to reapply.
7. Financial support cannot be guaranteed to a student returning from an approved leave. The appropriate academic authority and the department will work together to identify and to ensure, whenever possible, a comparable level of financial support to students returning from leave.
8. International students holding a student visa who wish to leave the United States under this policy must obtain the permission of the International Center Office and submit the required documentation.