



Ohio Administrative Code

Rule 3342-3-01.12 Administrative policy regarding leaves of absence for graduate students.

Effective: March 1, 2015

(A) Policy statement. A leave of absence may be granted for degree seeking graduate students actively enrolled in courses for one or more semesters for personal, family, financial or other compelling reasons.

(B) Eligibility. To be eligible for a leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward the degree.

Leaves will not be granted to students who:

- (1) Have completed less than one full term of enrollment;
- (2) Are not in good academic standing at the time the request is made; and
- (3) Have received a previous extension of the degree time limit under this or any other policy.

(C) Implementation.

(1) Pre-request considerations. Prior to requesting a leave of absence, students should consider its potential implications for related matters including but not limited to: funding (assistantships and veterans benefits), loan repayment, immigration status, health insurance, university housing and future course scheduling and graduation issues.

Because of its direct relationship to student eligibility under certain visa regulations, students attending the university under the student and exchange visitor program (SEVIS) program should notify the office of global education before requesting a leave of absence under this policy.

(2) Time limit. Leaves of absence are granted for a maximum of three consecutive semesters (e.g.,



fall, spring, summer). Students may request an extension for maximum one additional semester. Although a leave may be taken for as many as twelve months, students are encouraged to return to graduate study as soon as is reasonably possible to minimize the impact of the leave on degree progress. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy for the doctoral degree. Refer to the college of podiatric medicine section in the university catalog for leave of absence time limits and procedures for requesting a leave of absence for the doctor of podiatric medicine degree.

(D) Procedures.

(1) Formal request. The request for leave of absence form must be submitted prior to the start of the term for which the leave is requested when the necessity for leave is foreseeable. If the leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day of classes in the term during which the leave is taken. A retroactive leave of absence will not be granted.

At the time of request, the student and the students advisor should develop a plan to facilitate the students re-admission to the program, including any conditions that must be met by the student prior to re-admission. A copy of the plan should be retained by both parties.

(2) Course withdrawal. Students who are registered for courses must drop or withdraw from all courses prior to taking leave. Course withdrawal does not negate a students financial obligation, and students will be held responsible for all balances due to the university consistent with all applicable university policies. Any applicable refunds will be processed per rule 3342-7-06 of the Administrative Code.

(a) Course withdrawal is not permitted after the tenth week of the fall and spring semesters (or the prorated deadline for flexibly scheduled sections and summer terms).

(b) Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. The university is not responsible for resolving grading and course completion issues on behalf of the student.



(3) Status during leave. Students on a leave of absence are not enrolled in any courses and therefore are not eligible for those rights and privileges afforded to enrolled students.

Students on leave of absence under this policy will not be permitted to fulfill any official department or university requirements such as taking qualifying exams or submission of a dissertation/thesis.

(4) If a student does not return to the graduate program within the approved period for which the leave of absence was granted, he or she will be considered as having permanently withdrawn from the university.

(5) Return from leave.

(a) A student who has taken leave provided for in the policy must complete the "application for graduate re-enrollment form" and return such form to the department responsible for the students main program of study that the student will enroll in courses in the following semester. Failure to provide such notice may result in the student being unable to enroll in coursework.

(b) To be reconsidered for graduate study, students who have permanently withdrawn must formally apply to their program of interest, including the submission of an application, the non-refundable application fee and any necessary application materials.

(6) Students are advised to check with the bursars office prior to taking an approved leave of absence in order to determine the status of their student accounts. Accounts that are overdue will be subject to regular procedures in accordance with university guidelines, notwithstanding any approved leave of absence.