

# LEAVE OF ABSENCE

## LOYOLA UNIVERSITY CHICAGO THE GRADUATE SCHOOL

**Instructions:** Fill out the top portion of this form and attach to it an account explaining the reason(s) you are requesting a leave of absence. Return the form **directly to your graduate program**, which will forward it to The Graduate School. If your leave is approved, you will need to notify both your department and The Graduate School when you return so that you can be returned to active status. The Graduate School's complete policies and procedures are listed at the end of this document.

**Important note for international students:** You must **also** receive authorization from the Office for International Programs; you can reach this office at (773) 508-3899 or intlcntr@luc.edu.

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### I. Student Request for Leave of Absence

Name \_\_\_\_\_ LUC ID # \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Street City State Zip  
Email \_\_\_\_\_@luc.edu Program \_\_\_\_\_

Date Entered Program \_\_\_\_\_ Is this a request for a renewal of a current leave of absence? \_\_\_\_ Yes \_\_\_\_ No

Period of Leave of Absence: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ (limit of 1 academic year)  
Month/Day/Year Month/Day/Year

**Reason for Leave of Absence: Attach to this form an account explaining the reason(s) you are requesting a leave of absence. Please include a timetable for finishing degree requirements when you return. The Graduate School will not act on your request without this information.**

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### II. Recommendation of Graduate Program Director

\_\_\_\_ I recommend to The Graduate School that the above request for a leave of absence be granted.  
\_\_\_\_ I recommend to The Graduate School that the above request for a leave of absence not be granted.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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### III. Graduate School Approval

The Graduate School approves a leave of absence for the above student for the following period.

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Graduate School officer \_\_\_\_\_ Date \_\_\_\_\_

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IV. Partial listing of policies for Leave of Absence (please see the Graduate School Academic Policies for complete information)

- A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave of absence; during a leave, students should not be consulting faculty members nor using university resources.
- Leaves of absence are limited to a period of one full academic year.
- In cases where the graduate program director recommends that the leave of absence not be granted, the student may petition The Graduate School to consider her/his request.
- In order to be reinstated to active status, the student must notify both the Graduate School and his or her program in writing upon returning from a leave of absence. Unless the student is granted a renewal of a leave of absence, the student must return to active status in the semester following the expiration of a leave of absence; failure to do so may result in withdrawal from the program.