

LEAVES OF ABSENCE POLICY:

Official leaves of absence are intended for students who wish to discontinue temporarily their graduate studies due to special circumstances (*e.g.*, medical, personal, or professional reasons). A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave of absence. A student requesting a leave of absence is to complete a Leave of Absence form and contact the program's graduate program director. The graduate program director is to then make a recommendation on the student's behalf to The School of Education. Decisions regarding the approval of leaves of absence rest with The School of Education; when reviewing requests for a leave of absence, The School of Education may require additional information or documentation from the student and/or the graduate program director. In cases where the graduate program director recommends that the leave of absence not be granted, the student may petition The School of Education to consider her/his request. International students admitted to the United States on temporary visas should contact the University's Office of International Programs for information regarding eligibility for a leave of absence.

Leaves of absence are limited to a period of one full academic year. If a student is not prepared to return to active status after one year, the student may request a renewal of the leave of absence for a period of up to one year; in such cases, the graduate program director and The School of Education will review the student's record and future plans to determine whether an additional leave is in the best interests of the student, the program, and The School of Education.

In order to be reinstated to active status, the student must notify The School of Education 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 dismissal from the program.



School of Education Leave of Absence

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Phone: (312) 915-6800 • (312) 915-6660

Preparing people to lead extraordinary lives

Instructions: Fill out the top portion of this form, save, and attach it to an email sent to your program director explaining the reason(s) you are requesting a leave of absence. Your program director will forward it to the appropriate school dean. If your leave is approved, you will need to notify both your advisor and The Office of Student Academic Services (OSAS) when you return so that you can be changed to active status. The School of Education’s complete policies and procedures are on the first page of this form.

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.

I. Student Request for Leave of Absence

Name _____ Loyola ID # (LID) _____
Last First Middle

Address _____ Phone _____
Street City State ZIP

E-mail _____ Program _____ Degree Sought _____

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

Period of Leave: From _____ To: _____ (Limit one academic year)
Month/Day/Year Month/Day/Year

Please list the dates you have completed/plan to complete these degree requirements:

Course Work _____
Comprehensive Examinations _____
Dissertation Proposal _____
Dissertation Text _____

Reason for Leave of Absence: In your email, include the reason(s) you are requesting a leave of absence. The School of Education will not act on your request without this information.

Student Signature _____ Date _____

Student - Sign electronically and email to your Program Director

II. Recommendation of Graduate Program Director

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

GPD Signature _____ Date _____

III. School of Education Approval

The School of Education approves a leave of absence for the above student for the following period:

Starting Term: _____ Returning Term: _____

Assistant Dean, Student Academic Services _____ Date _____