Students who anticipate interrupting their program for two or more semesters should consider requesting a leave of absence. Students who have an approved leave of absence maintain their student status within the school. The LOA “stops the clock” on the student’s degree program and does not add to the timeline for completing the degree.

The LOA is requested by submitting a memorandum to the Associate Dean of Academic Affairs explaining the reason(s) for the request and estimating the time away from the program. The memorandum should be signed by the student and the academic advisor. The LOA is granted for one calendar year. In extraordinary circumstances, a second year may be granted. LOAs do not extend beyond two years. Students who need to be away from the school for longer periods should consider withdrawing from the degree program and applying for readmission when their situation improves and the degree program can be given a higher priority.

It should be noted that during the Leave of Absence approved research protocols will be suspended (with notifications to the approval committees involved) until the student re-enrolls.

The student may enroll in classes at any time during the LOA if his/her situation changes and the LOA is no longer needed. Enrollment during or after the LOA period is done as per the usual process. No added paperwork or procedures are needed.