Leave of Absence/Absent without Leave

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Assistant Dean
Prior to August 2013

• Until Fall 2013 Term, the Graduate College did not have a Leave of Absence Policy

• When a student left, there was no system in place to record information about if, when, and how the student intends to return to complete the studies
Purpose of Policies

Leave of Absence and Absent without Leave

• To help departments know students’ intentions who take a Leave, and allow for planning for return after taking time off

• The Absent without Leave Policy allows departments more control over when and under what conditions students without a leave may return
Leave of Absence (LOA)
Absent Without Leave (AWOL)

Policy Key Points
Length of Leave

• A graduate student will be entitled to two terms of academic leave. Fall and/or Spring

• Additional terms could be requested through the Graduate College petition process as is true of any other exceptions to GC policy
Timing of Request

• Students required to document the request for leave before the term of leave begins by meeting in person or by phone with the department and filing the Leave of Absence form

• Leaves cannot be requested retroactively
Withdrawal vs. Leave

• Once a term begins, a student may withdraw from enrollment following existing University and Graduate College policies
  – Withdrawal/Cancellation form

• If necessary, the student may request a Leave of Absence to begin the next term
Two categories of Academic Leaves

• **Personal Academic Leave** taken for personal reasons
• **Academic Progress Leave** if a student will register at another institution or complete field work
• In either case the student is **not registered at UIUC** and does not have access to University resources
Student Responsibilities

• Knowing the potential consequences of taking an approved Academic Leave on benefits and services dependent on enrolled student status
• Understanding no access to University email, library, health insurance, student employment, loan deferments, etc.
Faculty

• Students on Leaves of Absence should not expect that faculty will provide feedback on academic work, including proposals or drafts of theses, or reviewing work for Incompletes
Academic Standing

- Student academic status does not change during the Leave

- A student who leaves on Probation returns on Probation
Time to Degree

- The Graduate College policy on Time to Degree remains in effect
- If necessary, must be addressed through a Graduate College petition
- Time to Degree petition can be completed at the same time along with the Leave Request
Procedures
to record the Request for
Leave of Absence

• Timing: Requests must be on record with the department prior to the first day of classes.
Student Procedures

- Student completes the written Request form
- Submits the form to the department
- Meets with the department either by phone or in person
REQUEST FOR ACADEMIC LEAVE OF ABSENCE

1) **Policy:** Students are responsible for reading and understanding the Graduate College Academic Leave of Absence Policy at www.grad.illinois.edu/gradhandbook/chapterII/section02#LeaveofAbsence. By completing this form, the student asserts that they have read the Academic Leave of Absence Policy.

2) **To be Completed by the Student:**

Date: ____________________________

Last Name: ____________________________  First Name: ____________________________

UIN: ____________________________ Phone: ____________________________ Non-University Email: ____________________________

Mailing Address: ____________________________

(while on leave) ____________________________

Department/Program: ____________________________  Degree Sought: ____________________________

Requested Term(s) of Leave: ____________ (maximum is two terms, not including summers).

Indicate the terms (fall and/or spring) and year of any previous approved Leaves: ____________

By initializing here, I understand that approval of this leave also has the effect of making me ineligible to hold an assistantship appointment or other student employment, or to receive fellowships paid through the university, that I may have. I am responsible for notifying my employers that I will not be enrolled.

By initializing here, I acknowledge that I have investigated and understand the conditions of educational loans that may go into repayment status during leave.

**NOTE:** Students are responsible for informing other offices or agencies of their non-student status. Other offices that a student may want to consult about the effects of non-student status are:

- Office of Student Financial Aid
- Student Insurance/Insurance Providers
- Graduate College Fellowship Office
- Assistantship Appointing Unit
3) **Residency Status:**

- [ ] I am a domestic student or a Permanent Resident (skip to #5)
- [ ] I am an international student* (continue with step #4 below)

4) **International Students Must Report Leave to International Student & Scholar Services (ISSS):**

<table>
<thead>
<tr>
<th>Signature of ISSS Representative</th>
<th>Printed Name</th>
<th>Date</th>
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</table>

*Because of student visa requirements, all International students must complete and receive approval of a Graduate College Application for Re-entry upon their return. The approved Request for Academic Leave of Absence form should be attached to the Application for Re-entry to document the approved terms for the return to enrolled student status.*
Department Responsibilities

• Department reviews the request
• Documents the student’s current academic status
• Completes the request form
5) For All Students to be Completed by the Program in Consultation with the Student:

A.) Select the type of leave being requested:
   - ☐ Personal Academic Leave of Absence (for personal reasons, no academic progress will be made)
   - ☐ Academic Progress Leave of Absence (for making academic progress while not enrolled)

OR

B.) The program must indicate that each of the following has been completed and placed into the student’s file or is not applicable.

   - ___ Checked for previously approved Leaves of Absence and compliance with the Graduate College Leave of Absence policy
   - ___ Documented review of academic progress, including requirements completed
   - ___ Review of remaining requirements for degree completion upon return
   - ___ Documented the potential financial support that may be available to the student upon return to the degree program, including current department policies on financial support that exist at the time the leave is approved
   - ___ Current Expected Graduation Date (EGD) (in Banner) __________
   - ___ If Expected Graduation Date (EGD) will expire before the student’s return, then a petition for extension of time to degree should be submitted at the time the leave is approved. (A copy of this form should be attached to the petition to document the approved terms of leave.)
   - ___ For Academic Progress Leaves of Absence only, document what is expected to be accomplished before return from the leave.
   - ___ If applicable, document any other terms/conditions for return and include in the student’s academic file

C.) Applied departmental advising hold (no more than 1 year): YES / NO If yes, until what date?

D.) Term(s) and year(s) of Approved Leave: ________________________________

E.) Student has cancelled their registration for the term of the Leave before it begins.

Approval that all the steps A-E have been completed and all parties agree to the above.

<table>
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<tr>
<th>Student’s Signature:</th>
<th>Printed Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Adviser’s Signature</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Graduate Study Signature:</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
</tbody>
</table>
Distribution of Copies

- Original Request for Academic Leave of Absence form is placed in the student’s department academic file
- A copy is given to the student
- A copy is sent to Graduate Student Academic Services
6) Copies Distributed:
- Original filed in student’s academic departmental file
- Copy to student
- Copy to Graduate Student Academic Services for inclusion in the student’s academic record in the college. GSAS, 204 Coble Hall, 801 S. Wright Street, Champaign, 61820, MC-322

July 2013
Registration Holds

• The department may put an advising hold on the student
Student's Return

• To return, students must notify their department and confirm their status
• International students must complete a Graduate College Application for Re-Entry and should begin the process at least 3 months in advance of the return
Absent without Leave Policy

- Students without an approved Academic Leave of Absence are absent without leave
- Possible negative consequences for failing to request an Academic Leave of Absence
Consequences of AWOL status

A program

• may put on an advising hold,
• may prevent a student from re-enrolling, and
• may require additional or new degree requirements for degree completion for students who are Absent without Leave
Thank You!

• Questions?
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