Policy Title: Leave of Absence from Program

Approved: Mary Snyder, Dean, College of Education

Approved Faculty Vote: April 2013

Students who decide to take a leave of absence from their academic program must discuss their decision with their faculty advisor and put their intentions in writing to the Department Chair.

In the letter, the student should outline the purpose of the leave of absence, the approximate time needed, and an anticipated semester to return. When the student plans to return to the academic program, she/he must contact the department chairperson to set up a meeting to discuss re-entering the program and the student’s new academic plan. In the event that a student takes leave that exceeds one year (from the semester of admission), she/he must reapply for admission to the department.