

UNCW Graduate School Leave of Absence Guidelines

Leave of absence guidelines

- Students who need to pause their academic program and will not use university resources should apply to the Graduate School for a leave of absence using this form. If a graduate student is granted a leave of absence, the student must return in the term specified on the Leave of Absence form. The maximum allowable time for a leave of absence is one calendar year. If a student fails to enroll in the agreed upon term, or does not enroll for one calendar year, the student status becomes inactive and must apply for readmission.
- The Leave of Absence policy is designed to allow students the opportunity to pause their degree programs for up to one year, regardless of the type of program calendar (traditional and accelerated). For example, a student going on Leave of Absence in the fall semester must enroll for classes no later than the following fall semester. For students in accelerated programs, a student going on Leave of Absence in Spring I must re-enroll no later than the following Spring I term.

Please fill out completely and route as indicated below.

Name ID

Degree Major

Students in traditional (semester based) programs:

Leave of absence to begin:	Fall	Spring	Summer	Year
I plan to return in the following term:	Fall	Spring	Summer	Year

Students in accelerated programs:

Leave of absence to begin:	Fall I	Fall II	Spring I	Spring II
	Summer I	Summer II		Year
I plan to return in the following term:	Fall I	Fall II	Spring I	Spring II
	Summer I	Summer II		Year

I **am not** registered for courses in the term. I am requesting to begin this leave of absence.

I **am** registered for courses in the term. I am requesting to begin this leave of absence.

I plan to complete these courses and will receive grades at the end of the term.

I do not plan to complete these courses.

Reason for leave: (Please include brief Statement justifying your request.)

I have read the above guidelines and I understand the following: 1) that this leave request constitutes an agreement with the Graduate School at UNCW; 2) if I do not return in the specified term, or if I am out for 3 terms, including summer, I must reapply for admission. Application fees apply; and 3) that I will not be able to use university resources, facilities or faculty during this time.

Student: Date:

Advisor: Date:

Graduate Coordinator, please explain what course of action the Graduate School should take with these courses. Example., drop courses, withdraw courses or other.

Graduate Coordinator: Date:

Graduate School: Date:

****All signatures requested on the form should be filled in for this form to be processed.****

Return completed form to the Graduate School, 2nd floor James Hall.