

# LEAVE OF ABSENCE

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UNC Greensboro supports a leave of absence policy to assist graduate students who are temporarily unable to continue their programs. The leave of absence may extend for up to one academic year.

Current students who must break continuous enrollment may apply for a leave of absence. Students choosing this option must file a Graduate School Request for a Leave of Absence that states the reason for the requested absence and that they will neither use University resources, nor require faculty communication or interaction during the leave period. If the leave of absence extends beyond one academic year, the student's matriculation is closed, and the student must re-apply for admission to the Graduate School.

International students who wish to apply for a leave of absence are advised to consult with the Global Engagement Office before submitting the Request for a Leave of Absence with the Graduate School.

It is the student's responsibility to ensure that the proposed leave is compatible with the regulations of any granting agency from which funding would normally be received during the leave period and that such agencies are informed of the proposed leave. Students on student loan programs should inquire with the Financial Aid Office and/or lender regarding any consequences that such a leave may have on their ability to receive future aid or on their repayment status.

Graduate students on assistantship, who are granted a leave of absence, will have their salary and stipend suspended during the period of their leave. If feasible, the remainder of their appointment will be held for them upon their return to the next term. If a graduate assistant and Graduate Program Director disagree on the leave or its arrangements, students may appeal to the Graduate School. (See Appeals for Academic Decisions under Student Rights, Responsibilities, and Registration in Section I.)

## Preparing the Application for Leave of Absence

In consultation with the supervising faculty member, the Application for Leave of Absence form is to be completed by the student and signed by both the student and the advisor or supervising faculty member. The application is to be submitted to the Graduate Program Director for review and signature before being forwarded to the Dean of the Graduate School. Whenever possible, application should be made in advance of the anticipated leave or as soon as possible after commencement of the leave.