

Effective Date:

Revised Date: 8-7-2017

### **School of Graduate Studies in the Health Sciences**

**DOCUMENT TYPE:** policy

**REVIEW PERIOD:** 3 years

**TITLE:** Leave of Absence Status

**PURPOSE:** To establish guidelines for leave of absence from a degree program.

**POLICY:** Leave of absence from graduate school for students currently booked may be granted by the Dean or his/her administrative designee under the following conditions:

1. To students in Good Academic Standing, a leave of absence will be granted for periods for up to 12 months to pursue training at another institution,
2. To students in Good Academic Standing, a leave of absence for generally no more than one academic semester will be allowed for personal, financial, or medical reasons, and
3. To students not in good academic standing, i.e., those whose GPA is less than 3.0 or an 80% weighted numerical average or whose research efforts/results are not satisfactory, a leave of absence will be given at the discretion of the program directors and dean of the school. Such students will be permitted the option of withdrawal from the program.

Non-booked students: Students who are enrolled in an academic program but who are not actively booked in courses for any given semester/term will be placed on an administrative leave of absence by the Dean through the SAP student system. This will prevent financial aid, for which a student is not eligible and which may result in an inappropriate financial aid refund to the student, from transferring to his/her account.

An administrative leave of absence for non-booked students will also alert the student accounting manager to review that student's eligibility for continuation in the student health insurance plan. Only students who are actively enrolled (booked) or who are on an approved leave of absence are eligible for continuation of coverage in the student health plan.

**SCOPE:** All SGSHS students.