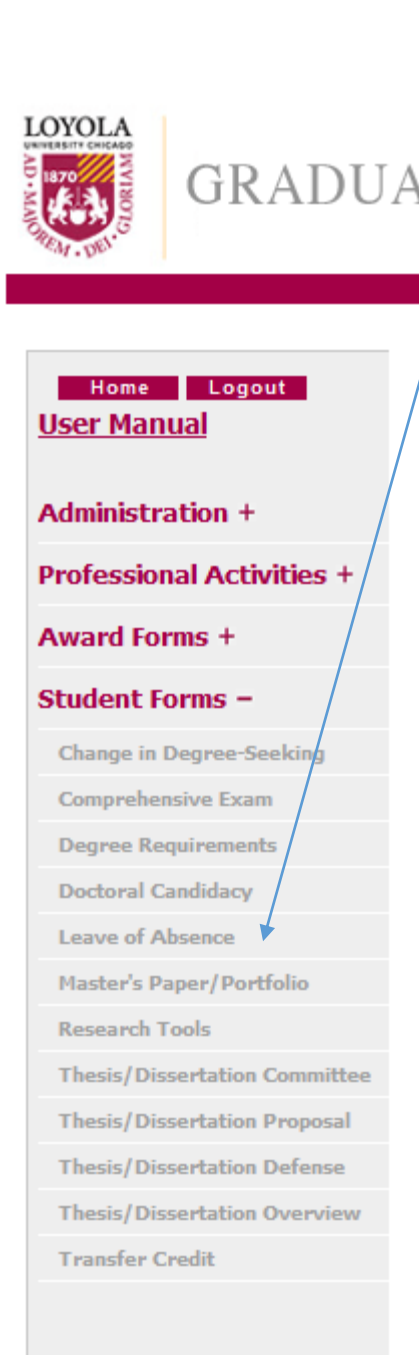


When a Student initiates Leave of Absence (LOA)

1. Selects “Leave of Absence” on left side of screen



2. Completes the required info & submits

Student Leave of Absence

Cancel Save

General Information:

Name: **Joe Student**
LUC ID: **0000080022**
Email: **jstudent@luc.edu**
Program: **BIOL-MS**

Leave of Absence Details:

Instructions: Fill out this form and explain the reason(s) you are requesting a leave of absence. A leave of absence may be requested for up to one (1) academic year. You are not able to create retroactive Leaves of Absence. Make sure that the "Leave From" start date is set at earliest today's date, or you will receive an error.

If your leave is approved, you will need to notify both your department and the Graduate School when you are ready to return to active status. Read carefully this partial listing of policies for Leave of Absence ([please see the Graduate School Academic Policies for complete information](#))

- A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave of absence. During a leave, students should not be consulting faculty members nor using university resources.
- Leaves of absence are limited to a period of one full academic year.
- In cases where the graduate program director recommends that the leave of absence not be granted, the student may petition The Graduate School to consider her/his request.
- In order to be reinstated to active status, the student must notify both the Graduate School and his or her program in writing upon returning from a leave of absence. Unless the student is granted a renewal of a leave of absence, the student must return to active status in the semester following the expiration of a leave of absence. Failure to do so may result in withdrawal from the program.

Important note for international students: You must also receive authorization from the Office for International Programs; you can reach this office at (773) 508-3899 or intlcntr@luc.edu. An email must be sent to Associate Dean Dr. Mooney-Melvin at pmooney@luc.edu approving your leave.

Is this a request for a renewal of a current leave of absence? YES NO

Leave from: 

Leave to: 

Reason for Leave of Absence:

Timetable for finishing degree requirements when you return.

3. GPD & Grad. Program Director approves it