

## COLLEGE OF EDUCATION AND HUMAN SERVICES

### Graduate Student Leave of Absence

Graduate students enrolled in CEHS degree programs of study who wish to take a leave of absence from their studies for *two or more consecutive* semesters must apply for a leave of absence to remain in good standing. Doctoral students admitted to candidacy who wish to take a leave of absence for *more than one semester* must apply for and be granted a leave of absence to maintain their candidacy.

#### According to the Graduate Catalog:

Graduate students in good standing who wish to be away from their academic endeavors at WVU for one or more semesters but intend to return at a later date may request a leave of absence. Students should consult with their program or school/college concerning the required procedure to request a leave of absence. Some programs (such as some master's programs or part-time programs) may not require students to request a leave of absence in order to enroll sporadically and remain in good standing. Doctoral students admitted to candidacy who wish to not enroll for one or more semesters must be granted a leave of absence in order to maintain their candidacy. Leaves of absence are not required for summer terms unless otherwise specified by a student's program.

Minimally, requests for leaves of absence must be submitted in writing to a student's program director prior to the beginning of the semester for which the leave is desired. The program director (or an appropriate faculty committee or other administrator) determines whether or not to grant the leave of absence, the length of time granted, and any conditions the student must meet to return to the program following the leave of absence (including a date by which the student must inform the program that he or she plans to return). The student is informed in writing of the outcome of their request, and a copy of the outcome is retained in the student's records.

EFFECTIVE DATE: 07/01/2017