

## LEAVE OF ABSENCE POLICY

This policy describes the circumstances under which graduate students enrolled in Rutgers Graduate School-Newark (School 26) may be eligible for leave of absence. It outlines the categories of leave of absence, the process to request a leave of absence, available alternatives to a leave of absence, the implications of a leave of absence, and involuntary leaves of absence. The policy also explains the timing of leave and the procedure for returning from a leave of absence. This policy applies to all graduate students enrolled in Rutgers Graduate School-Newark.

### Important Definitions

**Regularly Enrolled Graduate Student:** Students with active enrollment status.

**Continuous Enrollment:** All students in degree programs must maintain their status by registering each fall and spring semester in coursework, research, dissertation study or Matriculation Continued.

Students who fail to maintain continuous enrollment must apply for readmission to continue in good standing.

**Leave of Absence:** Any suspension or interruption of a student's active studies for an entire term or more. Leave of absence is available to students who plan to reenroll after a temporary suspension of their studies. Students register for Matriculation Continued (26:001:800) with their program director.

**Discontinuation:** Term used to describe indefinite suspension or interruption of studies without a plan to reenroll.

### Reasons To Request A Leave Of Absence

**Students may request a leave of absence for the following reasons:**

- **Medical** Students seeking a medical leave of absence should provide documentation showing that they are under the care of a duly licensed health care professional
- **Family or Dependent Care**
  - Birth or adoption of a child by the student or their spouse or partner
  - Care for an ill spouse, parent, or child (request for leave should include explanation of student's caregiving role)
- **Military Service** Students are required to provide a copy of their military induction documents, as well as their active duty authorization
- **Other / Personal** Any reason other than those stated above (no supporting documentation required)

### Procedures To Request A Leave Of Absence

**STEP 1:** A student seeking a leave of absence must first meet with their program director to determine if the leave of absence is the appropriate course of action given the student's unique circumstances.

**STEP 2:** Student is required to complete and submit the Request for [Leave of Absence form](#) to the GPD. The GPD will review the form with the student, including all supporting documentation. GPD is expected to explain the impact of the leave of absence on student's academic progress. If approved, GPD will sign the request form. Student must then sign request form acknowledging that they have formally made the program aware of this request and having been provided with pertinent information related to their academic progress.

**STEP 3:** Submit the signed Leave of Absence form to the Graduate School-Newark Deans office for review and approval.

### LEAVE OF ABSENCE (cont.)

Type of Leave	Maximum Duration of Leave	Required Documentation	Other Information
Medical	Four (4) Semesters	Recommendation from a licensed health care professional	If the anticipated absence exceeds four semesters, student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Family or Dependent Care	Four (4) Semesters	Explanation of student's caregiving role	If the anticipated absence exceeds four semesters, the student should withdraw from the program and contact their Graduate Program Director when they are ready to return to active study
Military Service	Duration of military service	Induction or authorization of active duty documents	None
Other / Personal	1 Semester	None	Students are eligible for a leave of absence for personal reasons only once in their degree program. They must request this type of leave before the add/drop period in the fall or spring semester in order to be eligible

#### **Return Process**

Students returning from approved leave of absence will not be subjected to the university's readmission requirements.

Students wishing to return from approved leave must submit a [Request to Return](#) to Active Study Form. The Request to Return must be approved before student is permitted to register.

#### **International Students**

International students that request leave of absence must consult with the Office of International Student & Scholar Services (OISS) in order to clarify the immigration / visa regulations that might impact the proposed leave of absence.