



Western Michigan University supports a graduate leave of absence policy to assist graduate students who are temporarily unable to continue their programs. The leave of absence may extend consecutively for up to two semesters and two sessions. Extensions of a leave of absence may be possible with a new application. Reasons for requiring a leave usually include bereavement, illness, care giving, maternity, paternity, and call to active military duty. Students requesting a leave of absence must submit an application to their department/school/unit chairperson or director.

Preparing the Application for Leave of Absence

In consultation with the supervising faculty member, an 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 chairperson/director for review and signature before being forwarded to the dean of the Graduate College. Whenever possible, application should be made in advance of the anticipated leave or as soon as possible after commencement of the leave. Whenever possible, it is helpful if the commencement and termination of the leave coincide with the beginning of a semester or session.

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 clarify the consequences that such a leave may have on their repayment status. International students are advised to consult with International Admissions and Services regarding their immigration status during a proposed leave.

A student granted a leave of absence will have his or her time-to-completion of degree extended by the amount of time granted in the leave of absence. The continuous enrollment policy will also be held in abeyance during this time.

Graduate Appointees Requesting a Leave of Absence

A graduate student holding an assistantship, associateship, or fellowship who is granted a leave of absence will have his or her salary and stipend (where applicable) suspended during the period of the leave. During the absence, a student replacement will serve usually on a temporary basis. Whenever possible, the remainder of the appointment will be held for the student upon his or her return to the next term. However, in situations where research activity has progressed substantially during the absence, the original appointee may no longer be able to resume the appointment. In situations where the student is returning in the next academic year, efforts will be made for that student to resume his or her appointment if possible.

In the event that a student appointee and chairperson/director disagree on the leave or its arrangements, students may follow the dispute resolution process available under the policy on Adjudication of Situations Involving Graduate Students Rights and Responsibilities.

Student Information

To be completed by the student

Student Name:

Degree Sought:

WIN:

Current Mailing
Student Address:

Department:

Program:

Start Date:

Return Date:

Reason for requesting a Leave of Absence (check all that apply):

Medical/health

Employment

Marriage

Military

Financial

Family Responsibilities

Church Service

Study Abroad

Other

If Other, please give a reason

Please describe in the space below the circumstances surrounding your request for a graduate leave of absence. If you need additional space, please attach a separate document with this information.

Student Signature:

Date:

Department Approval

Chairperson Name:

Date:

Chairperson Signature:

Advisor Name:

Date:

Advisor Signature:

Graduate College Use

Approved through (Session/year of return):

Denied Remarks:

Dean, Graduate College

Date