

# Graduate Petition for Leave of Absence

This petition must be submitted to the Graduate College prior to the tenth day of the term of which leave is request (fifth day in Summer). Consult pg. 2 of the form for eligibility. All relevant sections are to be completed and endorsed before submission. The leave does not take effect until it is approved by the Graduate College. Exceptions to the filing deadline will only be considered for medical reasons and with a confirming statement by the treating physical. See pg. 2 for policy guidelines.

Last/Family/Surname	First	UIN
E-mail	Phone (day)	
Your program	Degree sought	

If you have already registered for a term included in the request leave period, you must cancel your registration with the Registration Office before the official first day of that term (for elimination of all charges), or withdraw from the University by the tenth day (fifth day in Summer) of the term (for a partial reduction of charges). Consult the current UIC Schedule of Classes for procedures. **The Leave of Absence petition itself does not withdraw you from any classes.**

**Reason(s) for requested leave:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you passed doctoral preliminary exam?	NO	YES			
Are you on an F-1 or J-1 visa (international student)?	NO	YES, I am on a(n) _____ visa.			
Last term in residence (you are considered in residence if you were registered through the tenth day (fifth day in Summer):	Fall	Spring	Summer, 20 _____		
Indicate term(s) of requested leave:	Summer 20_____	Fall 20_____	Spring 20_____	Summer 20_____	
Returning:	Fall	Spring	Summer, 20 _____		

**Are you registered for any of the terms above? If so, a University Withdrawal form must accompany this petition.**

Check if you have any of the following for the term(s) of the requested leave:

Fellowship	Tuition and Fee Waiver from Graduate College	Teaching/Research/Graduate Assistantship	Student loan
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\_\_\_\_\_

Student Signature Date

If you have a student loan, contact the Office of Financial Aid for signature of approval:

Approve    Deny

\_\_\_\_\_

Financial Aid Signature Date

If you are on an F-1 or J-1 visa, contact the Office of International Services for signature of approval:

Approve (student may need to request new UIC immigration documents prior to returning to UIC)    Deny

\_\_\_\_\_

OIS Signature Date

Major Advisor recommendation: \_\_\_\_\_

Approve    Deny

\_\_\_\_\_

Advisor Signature Date

Director of Graduate Studies recommendation: \_\_\_\_\_

Approve    Deny

\_\_\_\_\_

DGS Signature Date

Graduate College decision:    Approve    Deny \_\_\_\_\_

\_\_\_\_\_

Graduate College Signature Date

# Graduate College Eligibility for Leave of Absence

Time taken off from your degree program with an official leave of absence approved by the Graduate College (using this form) does not count towards your time-to-degree. Consult the *Graduate College Catalog* or [website](#) for time limitations for your degree.

For the purpose of the leave of absence guidelines listed below, if you are registered at the end of the official tenth day (fifth day in Summer) of a term, you are considered registered for that term, even if you subsequently withdrew.

## Master's Students and Doctoral Students Who Have Not Passed the Preliminary Exam

**If your last registered term was Fall**, you may, with the approval of your program, take the subsequent Spring and Summer terms off and return the next Fall, without filing a *Petition for Leave of Absence*. If you also want to take the next Fall term off, then you must file a *Petition for Leave of Absence* before that Fall term. List all consecutive terms you ultimately will be off (maximum of three consecutive terms – Spring, Summer, Fall).

**If your last registered term was Spring**, you may, with the approval of your program, take the subsequent Summer and Fall terms off and return the next Spring, without filing a *Petition for Leave of Absence*. If you also want to take the next Spring term, or the next Spring and Summer terms off, then you must file a *Petition for Leave of Absence* before that Spring term. List all consecutive terms you ultimately will be off (maximum of four consecutive terms – Summer, Fall, Spring, Summer).

**If your last registered term was Summer**, you may, with the approval of your program, take the subsequent Fall term off and the return the next Spring, without filing a *Petition for Leave of Absence*. If you also want to take the next Spring term, or the next Spring and Summer terms off, then you must file a *Petition for Leave of Absence* before that Spring term. List all consecutive terms you ultimately will be off (maximum of three consecutive terms – Fall, Spring, Summer).

## Doctoral Students Who Have Passed the Preliminary Exam

**You must register in each Fall and Spring term** and will be granted a leave of absence only for documented illness, maternity or serious family emergencies, including the reasons for maternity/family, medical or family health crisis leave listed below. If you cannot enroll in Fall or Spring due to one of these circumstances, you must obtain approval by filing a *Petition for Leave of Absence* before the term official begins, or as soon as possible, in unexpected situations. Requests will be reviewed on an individual basis, for up to one calendar year (three consecutive terms including Summer). If the situation continues and more time off is needed, a new petition should be filed at that time.

## International Students on an F-1 or J-1 Visa

**You must register in each Fall and Spring term** due to the conditions of your visa. Students on an F-1 or J-1 visa are rarely granted a leave of absence, and usually only if you exit the country during the time you are not registered. However, if an illness, birth, or family emergency occurs and you need to take a term or more off, first consult with the Office of International Services. A maximum of three consecutive terms (any sequence of Fall, Spring, Summer) may be approved by the Graduate College, with the approval of OIS.

## Maternity/Family, Medical or Family Health Crisis Leave

Degree-seeking students will automatically be approved leave. With proper documentation, for: the birth or adoption of a child or where child care is required (one year maximum); care of a spouse, child or parent with a serious health condition; a serious health condition that makes it unable for the student to pursue graduate work. International students must obtain approval from OIS. The Graduate College encourages students to obtain written acknowledgement from the Director of Graduate Studies (signature) even though such cases will be approved if the proper documentation is attached to the petition.

## Military Leave

A degree-seeking student who must leave the University to enter active service with the armed forces in a national or state emergency will be given an indefinite leave. A copy of the orders to report/proof of active service must be attached. See the Graduate College Catalog or [website](#) for policy and instructions on withdrawing from courses (if applicable) in these circumstances, as special procedures exist.

## Non-Degree Students

Non-degree students are not eligible for a leave of absence; however, if you are registered for a term, you can take a semester and consecutive Summer term off without having to reapply. Consult the "Continuing Students/Eligibility to Register" section in the current UIC Schedule of Classes to determine whether an application for readmission will be required to return in a future term if you do not register.