

Leave of Absence

A Leave of Absence (LOA) is designed to accommodate a student who desires a temporary study stop. A Leave of Absence (LOA) allows the graduate student in good academic standing to postpone his/her studies for a definite period, typically not to exceed two (2) years in the event of unavoidable circumstances (e.g., re-engaging active military duty, documented medical reasons, etc.). The student (requestor) will be required to submit the LOA form. All LOAs are reviewed and approved on a case-by-case basis. When approved, a student may be granted up to two (2) years for medical reasons and other emergencies. Financial hardship is not an approved LOA.

A graduate student who intends to request an LOA will submit to the School of Graduate Studies must first request and obtain a signature on the LOA form from the Department's Chair or Program Coordinator. The School of Graduate Studies receives the LOA before the first classes for which the LOA is requested. However, a leave of absence cannot be granted retroactively after the Term/ Terms of Absence.

An approved Leave of Absence stands in place of registering for a minimum of 3 credit hours for each Term for which the leave of absence is granted. Students may not use Leighton's facilities, resources, or services designed or intended only for enrolled students or take any of Leighton's courses (undergraduate or graduate) during a leave of absence.