

## Leave of Absence Process

If a student plans to take more than one semester off from your graduate program, you must request a formal leave of absence from the program. A leave of absence may occur for one year (3 semesters including summer). A student may request consecutive leaves but if the student has not contacted the program to return from their LOA at the end of the end of the designated timeframe and later request to return, the student may need to reapply to the program to determine if they are still eligible to return to the program.

At readmission from a student-requested LOA or an administrative LOA, a program may ask students to complete any new program requirements since original application. During the leave period, the progression clock remains active. That is, students will need to complete a master's degree within six years or a doctoral degree within nine years from the original admission into the program. The student and program may still request an extension within the limits of the graduate school and program rules.

### Restrictions:

- No student can be on academic probation
- New/readmit students who drop all classes by the drop deadline are not eligible
- Must have a minimum GPA of 3.0
- Any student ordered to active duty or to state/national emergency relief is eligible.

### I. Being placed on Leave of Absence

1. The student initiates request, fills out the form and submits electronically to program ([https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/UCCS%20Request%20for%20Leave%20of%20Absence\\_2\\_2021\\_Fillable\\_0.pdf](https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/UCCS%20Request%20for%20Leave%20of%20Absence_2_2021_Fillable_0.pdf))
2. Program processes and approves request following college rules for such requests, and submits to graduate school
3. Graduate school processes and approves request
  - a. Submit form to Office of the Registrar
  - b. Records will inform IT to maintain student portal access
4. Records will place a LOA on the student's program/plan within CU-SIS to inactivate the program. The effective date of the LOA will be the first day of the first term the LOA begins. Records will also disable the student from registering for any future terms by deleting future term activations.
5. Records will inform Financial Aid of the Leave of Absence to ensure Financial Aid records are updated accordingly (if applicable).

### II. Returning from Leave of Absence

1. Student must contact their program and inform that the LOA needs to be lifted
  - a. If it has been more than one year since the last term the student was enrolled, a new tuition classification form must be filled out and submitted to Office of the Registrar. The Tuition Classification Form can be found on [www.uccs.edu/registrar](http://www.uccs.edu/registrar) under Student Forms (<https://dm->

[unityform.prod.cu.edu/UnityForms/UnityForm.aspx?key=UFKey](http://unityform.prod.cu.edu/UnityForms/UnityForm.aspx?key=UFKey)). The student's residency status will be reevaluated upon reentry to the university.

2. Program will inform the graduate school of the students return and what term they will return. This can be done via email.
3. The Graduate school will submit a request to Records to remove the LOA status. Tuition Classification Form should be included with this request if not previously received by the Office of the Registrar
  - a. Once a Request is received from the Graduate School, the Registrar's office will activate the students program/plan with an action reason of "Return from Leave of Absence." The Registrar's office will also term activate and make the student eligible to enroll. If a Tuition Classification Form has not been received then the student's residency status will be classified as "Under Review" which equates to non-resident/out of state tuition rates until received.
4. The student can continue with the program