

**Return Completed Form to:**  
 Graduate School/326  
 University of Nevada, Reno  
 Reno, NV 89557-0035  
 (775) 784-6869  
 Fax: (775) 784-6064  
 E-mail: [gradschool@unr.edu](mailto:gradschool@unr.edu)  
[www.grad.unr.edu](http://www.grad.unr.edu)



## LEAVE OF ABSENCE

Please fill out on-line or type (no handwritten forms will be accepted).

<b>Name:</b>	<b>Student R #:</b>
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<b>Graduate Program:</b>	<b>Degree:</b>	<b>Started Program:</b> <small>Semester/Year</small>
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**Mailing Address:**  
Number and Street, Apt #, City, State, Zip

<b>Home Phone #:</b>	<b>E-mail:</b>
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**Requested Date of Leave:**       Fall       Spring      **Year**

**Expected Date of Return:**       Fall       Spring      **Year**

**Reason for requesting Leave of Absence:**  
**(INTERNATIONAL STUDENTS MUST GET OISS APPROVAL BEFORE RETURNING FORM)**

### SIGNATURES OF APPROVAL

<b>Student's Signature</b>	<b>Date</b>
<b>OISS Signature</b>	<b>Date</b>
<b>OISS Signature Name (Printed)</b>	<b>OISS Signature Name (Printed)</b>
<b>Major Advisor's Signature</b>	<b>Date</b>
<b>Major Advisor's Name (Printed)</b>	<b>Major Advisor's Name (Printed)</b>
<b>Graduate Program Director's Signature</b>	<b>Date</b>
<b>Graduate Program Director's Name (Printed)</b>	<b>Graduate Program Director's Name (Printed)</b>
<b>Graduate Dean's Signature</b>	<b>Date</b>

# University of Nevada, Reno

## Graduate School

### Leave of Absence Policy

A Leave of Absence is a temporary cessation of study and may be granted for up to one (1) year for medical reasons and other emergencies. A Leave of Absence allows students in good academic standing to postpone their studies for a definite period of time, normally not to exceed one (1) year, in the event of unavoidable circumstances (e.g. documented medical reasons, active military duty, etc.). **The time that the student spends on an approved Leave of Absence will be included in the time allowed to complete the degree i.e., Six (6) CALENDAR years for the Master's degree and Eight (8) CALENDAR years for the Doctoral Degree.**

A student who wishes to request a leave should submit to the Graduate School a completed form "REQUEST FOR A LEAVE OF ABSENCE" which requires the endorsement of the student's MAJOR ADVISOR/PROFESSOR and GRADUATE PROGRAM DIRECTOR, and supporting documentation. An official Leave of Absence begins only after the student receives a copy of the Request with the Graduate Dean's signature confirming final approval of the Leave of Absence. **International Students must also have OISS endorsement before returning form to the Graduate School.**

Students receiving funding of any kind should be aware of certain consequences of a Leave of Absence. Of course, a student on leave may not hold a Graduate Assistantship. For students receiving federal financial assistance, the U.S. Department of Education regulations require the University to report enrollment status to lenders and guarantee agencies as "WITHDRAWN" when students take a leave of absence for a semester or more. This results in the beginning of the Federal Stafford Loan grace period and/or the starting of repayment of the Federal Supplemental Loan for Students. Additionally, upon returning to the University of Nevada, Reno Graduate Program, new loan applications must be submitted and an in-school deferment form must be filed with lenders.