

**Return Completed Form to:**  
 Graduate School/0326  
 University of Nevada, Reno  
 Reno, NV 89557-0326  
 (775) 784-6869  
 Fax: (775) 784-6064  
 E-mail: [gradadmissions@unr.edu](mailto:gradadmissions@unr.edu)  
[www.unr.edu/grad](http://www.unr.edu/grad)



## LEAVE OF ABSENCE

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

Any request for a leave of absence must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin. A leave of absence will not be granted retroactively

<b>Name:</b>	<b>Student NSHE #:</b>	
<b>Graduate Program:</b>	<b>Degree:</b>	<b>Started Program:</b> <small>Semester/Year</small>
<b>Mailing Address:</b> <small>Number and Street, Apt #, City, State, Zip</small>		
<b>Home Phone #:</b>	<b>E-mail:</b>	

**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			
Student's Signature		Date	
OISS Signature	Date	OISS Signature Name (Printed)	
Major Advisor's Signature	Date	Major Advisor's Name (Printed)	
Graduate Program Director's Signature	Date	Graduate Program Director's Name (Printed)	
Graduate Dean's Signature	Date		

# University of Nevada, Reno Graduate School

## Leave of Absence Policy

**Enrollment policy:** Graduate Students must register for a minimum of 3 graduate credits each fall and spring semester until graduation OR the student can submit a Leave of Absence form requesting a pre-approved break in enrollment (up to one year). To be eligible for a Leave of Absence the student must be admitted to a graduate degree program and have been enrolled during the semester immediately prior to the requested leave.

**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 "LEAVE OF ABSENCE" form which requires the endorsement of the student's MAJOR ADVISOR/PROFESSOR and GRADUATE PROGRAM DIRECTOR. The leave of absence form is first approved at the department and then processed at the Graduate School. The student's record is updated for the designated dates and this allows the student to enroll and regain access to all university resources upon return from the approved leave of absence. 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.

**Any request for a leave of absence must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin. A leave of absence will not be granted retroactively unless the student submits a written appeal with department approval for the Graduate Dean to review.**