

# 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 web site at <http://www.uic.edu/depts/grad> 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 the 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 the 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 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 the 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 off 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 (located in SSB). 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 (signature) from the Director of Graduate Studies 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 in order to enter into 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 web site at <http://www.uic.edu/depts/grad> for policy and instructions on withdrawing from courses (if applicable) in these circumstances, as special procedures exist.

## NONDEGREE STUDENTS

Nondegree students are not eligible for a leave of absence; however, if you are registered for a term, you are allowed to take a semester and consecutive summer session 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.