

3341-3-15 Leave of Absence- Graduate.

Applicability	All University Units – Graduate Students
Responsible Office	Office of the Provost
Responsible Administrator	Dean of Graduate College

(A) Policy Statement and Purpose

This policy describes criteria for leave of absence for graduate students who anticipate being unable to make progress toward degree or certificate requirements for a period of time due to personal, health, active military duty, or other compelling reasons.

(B) Policy

Students may request an approved leave of absence from the university by submitting a request. Requests are reviewed by the graduate coordinator or designee in consultation with the Graduate College. A leave of absence must be for a designated period of one or more semesters relative to the university calendar, with a maximum duration of three consecutive semesters (e.g., fall, spring, summer). In extenuating circumstances, students may request an extension of up to three additional semesters.

During an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion. Students are not permitted to use university services, enroll in BGSU courses, or fulfill any BGSU degree requirements. Students may not take a leave of absence for the purpose of transferring courses toward BGSU degree or certificate requirements.

Leave of absence and withdrawal are distinct processes. Students enrolled in courses must complete the withdrawal process, as an approved leave of absence does not affect registration status. Students are responsible for resolving all issues related to registration, financial support, federal

financial aid, and any outstanding balances owed to the university. They should also consider the potential implications of a leave on matters such as immigration status, health insurance, and loan repayment. Leaves approved under this policy do not constitute a leave of absence for federal financial aid purposes.

Students on an approved leave must complete a Reactivation Request Form at the end of the leave. If a student does not return to the graduate degree program within the approved period for which the leave was granted, the student will be considered as having withdrawn from the university and will need to complete the appropriate admission process if they later desire to return to the university.

For deployed military personnel, the Graduate College will follow regulations for military leave of absence in accordance with Ohio Revised Code 3345.53. The time spent on a military leave will not be counted towards the total time-to-degree, and continuous registration will not be required. Additional accommodations for graduate students returning from active duty should be requested in writing to the Graduate College.

Registered Date: March 24, 2015

Amended Date: December 22, 2017; February 27, 2025