

3341-3-15 Leave of Absence- Graduate.

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

(A) Policy Statement and Purpose

This policy describes criteria for leave of absence for graduate students.

(B) Policy

Students may request an approved leave of absence from the university by sending a request, endorsed by the graduate coordinator, to the Graduate College. A leave of absence must be for a designated period of time (typically one or more semesters), and the maximum approved leave of absence is twelve months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion; the student cannot use university services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses. Students should work with the Office of Registration and Records in regard to withdrawing from their coursework while on leave of absence.

International students requesting a leave of absence should consult the office of International Student Services to discuss potential impacts on immigration status.

For deployed military personnel, the graduate college “dissertation/thesis clock” will stop when a student is granted a military leave of absence for the duration of the military leave of absence and within accordance to the Ohio Revised Code 3345.53 (below). A student will be given one additional year upon returning from a military leave of absence before the “dissertation clock” begins again. The time spent on a military leave of

absence 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.

Active duty policy per the Ohio Revised Code 3345.53: As used in this section, “active duty” means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the national guard.

- (1) Each state institution of higher education, as defined in section 3345.011 of the Revised Code, shall grant a student a military leave of absence from the institution while the student is serving on active duty, and for one year after the conclusion of that service, if the student is a member of the United States national guard or other reserve component of the armed forces of the United States, or a member of those armed forces in a retired status, and is called to active duty. The student shall not suffer an academic penalty as a result of the leave of absence.
- (2) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student’s release from active duty, the state institution of higher education in which the student is enrolled shall do either of the following, as elected by the student:
 - (a) Credit tuition and fee charges toward a subsequent academic term in an amount that is one hundred per cent of what the student paid the institution for the academic term in which the student withdraws;
 - (b) Refund tuition and fees paid for the academic term, provided the student withdraws before the withdraw date established by the institution. The refund shall equal one hundred per cent of the tuition and fee charges the student paid the institution for the academic term. If the student withdraws after the withdraw date established by the institution, the student is ineligible for a refund of tuition and fee charges. For the purposes of this section, the “withdraw date” shall be the same as the date set by the institution for its general student population to withdraw

from the institution or a course or class without academic penalty.

- (3) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student's release from active duty, the state institution of higher education shall restore the student to the educational status the student had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of active duty, except as provided in division (B) of this section.
- (4) If a state institution of higher education fails to comply with this section, the student may bring an action against the institution to enforce its provisions in the court of claims. The court may award reasonable attorney's fees and expenses if the student prevails in the action.

Registered Date: March 24, 2015

Amended Date: December 22, 2017