

LEAVE OF ABSENCE

READ THE INFORMATION BELOW BEFORE COMPLETING FORM

A leave of absence can be granted for up to one or two academic year(s). While on leave, students retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Leaves of absence do not delay candidacy or master's program expiration dates, (the six year limit on coursework will still be applied). Failure to return as scheduled or to secure an extension of a prior leave of absence will result in separation from the university.

FINANCIAL AID

Taking a leave of absence may affect the student's loan repayment terms, including the expiration of the student's grace period. A student requesting a leave of absence will need to meet with a financial aid counselor to discuss any implications this may have on his/her financial aid status.

INTERNATIONAL STUDENTS ONLY

U.S. government regulations require that a student holding a non-immigrant visa who takes a leave of absence must either (1) leave the U.S. within 15 days or (2) apply for optional practical training before the effective leave of absence date. Before leaving the University of Nevada, Las Vegas, the student should contact the International Students and Scholars (ISS) office for information on maintaining visa eligibility for re-entering the United States.

RETURNING FROM A LEAVE OF ABSENCE

Upon return from leave the student will resume his/her academic program based on the requirements outlined in the Graduate Catalog indicated on the form. Prior to an approved Leave of Absence, the student and department must discuss which Graduate Catalog the student will have to follow, and fill out the LOA form indicating the year. There are four options for Graduate Catalog year: the year when the graduate student was first admitted to her/his program; a subsequent year; the semester/year when she/he returns from Leave; or the semester/year of graduation. The student should also contact his/her department for advice on which courses to register for upon return from leave. Note that a student returning from an LOA must (re)apply if he/she wants to compete for a graduate assistantship.

Students who return as scheduled do not need to do anything. If a student returns earlier than scheduled, he/she must contact the Graduate College to have registration privileges reactivated. Students who do not return as scheduled from leave will be separated from their graduate program.

Please type or *print clearly* in blue or black ink.

STUDENT INFORMATION

NSHE ID: _____ DEPARTMENT / PROGRAM OF STUDY: _____
 FIRST NAME: _____ LAST NAME: _____
 REBELMAIL: _____ PHONE: _____
 ADMIT TERM & YEAR: _____ DEGREE EMPHASIS (if applicable): _____

LEAVE INFORMATION

The semester and year that I last *completed* a graduate course at the University of Nevada, Las Vegas (*for a grade*):

Fall
 Spring of _____
 Summer (year)

I request a leave of absence from the University of Nevada, Las Vegas:

Effective **beginning**:
 Fall
 Spring of _____
 Summer (year)

I intend to **return**:
 Fall
 Spring of _____
 Summer (year)

My reason for the requested leave of absence is:

- Child care
- Economic hardship
- Employment hardship
- Family care
- Military deployment – If you are receiving any GI Bill education benefits, you *must* contact the Office of Veteran Affairs
- Other (please specify): _____

Note: For all medical leave requests please contact the Student Wellness Center at 702-895-0136 or visit: www.unlv.edu/srwc/crisis-emergency-services/voluntary-health-withdrawal.

Upon return from LOA, student will follow the guidelines of this Graduate College Catalog Year: _____

Please provide any additional pertinent information below:

STUDENT SIGNATURE – By signing below, I certify all information included on this form to be accurate. I understand that I will need to meet with a financial aid counselor to discuss any implications this leave of absence may have on my financial aid status.

 STUDENT SIGNATURE DATE

APPROVAL SIGNATURES

 ADVISORY COMMITTEE CHAIR PRINT NAME SIGNATURE DATE

 DEPT CHAIR/GRADUATE COORDINATOR PRINT NAME SIGNATURE DATE

 *DEAN, ACADEMIC COLLEGE PRINT NAME SIGNATURE DATE

*Dean signature is required for all programs *except* those in the College of Fine Arts and the Lee Business School.

RECOMMENDATION

YES NO

YES NO

YES NO

GRADUATE COLLEGE USE ONLY

 DEAN, GRADUATE COLLEGE DATE

APPROVED
DENIED