

REQUEST FOR A LONG-TERM LEAVE OF ABSENCE

(REVISED AUGUST 2018)

Student Name: _____

Graduate Program: _____

Type of leave: _____

Person initiating request: _____

Date of the start of leave: _____

Date of anticipated return: _____

Reason for request:

Signature of student: _____

Signature of advisor: _____

Signature of Graduate Program Director: _____

Signature of Dean or Designate[†]: _____

Office Use Only

Appropriate changes made to registration: _____; Date _____; Initials _____

Appropriate changes to stipend: _____; Date: _____; Initials: _____

UPON RETURN FROM THE LEAVE

Date of return: _____

Fulfillment of requirements for return: ☐ Yes ☐ No

Signature of Graduate Program Director: _____

Signature of student: _____

[†] For Schools of Dentistry, Nursing, Pharmacy, and Public Health, please see your Student Services office for signature. For Medicine, please see the Office of Research and Graduate Education for the Asst. VP for Graduate Education's signature.

Note: Once committee and/or program director signatures (if applicable) have been obtained, please make one copy of this form for the student's personal records and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student's file in their graduate program's office and in the Office of Research and Graduate Education once all signatures have been obtained.

LONG-TERM LEAVE OF ABSENCE POLICY – GRADUATE PROGRAMS IN THE HEALTH SCIENCES CENTER**I. INTRODUCTION AND DEFINITION**

Under certain circumstances, graduate students may request or have imposed a long-term leave of absence (LOA) during which they are recessed without stipend from the program for a specified duration. There are several categories under which a student may petition for a leave of absence: medical, personal, and academic. In addition, an administrative leave of absence may be enforced due to serious academic or professional deficiencies.

A long term LOA is a period greater than 1 calendar month duration during which time the student is not engaged in significant productive activity toward the degree. The LOA may last up to 1 year. WVU policy is that students can only be inactive in their program for 1 year after which time they would need to reapply for admission.

II. POLICY

The request for the long-term LOA should be presented in writing to the Graduate Program Director and reviewed by the Program's faculty or subcommittee who will then recommend to the Associate Dean for Research and Graduate Programs (Dentistry, Nursing, Pharmacy and Public Health) or the Assistant Vice President for Graduate Education (Medicine) the terms under which the student may return to the program. Following the agreed upon time of absence, a student in need of more time in recess will be officially withdrawn from the program, unless the above administrative groups grant an extension because of special circumstances. Once withdrawn from the program, individuals must reapply for and gain admission to resume their studies. If a student fails to return from the LOA on the specified time and has not made any request for an extension, they shall be immediately withdrawn from the program. Reentry into the program will require a new application for admission.

III. TYPES OF LEAVE AND PROCEDURES**A. LEAVES OF ABSENCE WITHOUT STIPEND****1. Student-initiated leaves:**

Medical LOA: This type of LOA is reserved for acute medical problems of a physical or mental health nature affecting the student or a first-degree relative requiring intense medical care. In order to return to the program, the student will present a letter of release from the treating physician clearly stating that they are fit to return to the rigors of a graduate program.

Personal LOA: This type of LOA is used for reasons of a personal nature affecting the student's ability to be successful in the program. These may include, but are not limited to requests regarding family-related issues unrelated to health, visa issues, or a reconsideration of career direction.

Academic LOA: This type of LOA is reserved for students who desire a recess from the program while currently unsatisfactory in a course prior to the issue of a final evaluation in that course. Student's leaving the program for this reason will have specific requirements for their return, which will generally involve successful remediation of their knowledge base. Return to the program will involve evaluation of the remediation as well as the entire academic record. Students who fail to successfully meet the criteria stipulated in the letter granting the leave may not be permitted to return. Should a student be permitted to return to the program, the Graduate Program will recommend if the student returns on academic probation or in good academic and professional standing. Students, who are recommended not to return to the program, must reapply and gain admission in order to resume.

Procedure: Request for a LOA must be initiated in writing. Student-initiated LOA requests use the Long-term LOA form. The student and the student's advisor (if applicable) should sign the form and present it to the Graduate Program Director. The request will be reviewed by the Program Director, Program Faculty and/or subcommittee and appropriate Dean. Upon acceptance of the request the student will be notified in writing and the letter will contain any applicable requirements for return to the program. Upon return to the program, the student presents any required documentation to the Graduate Director. Once the return is accepted, the Graduate Director signs the LOA form indicating that the leave is over. If a student chooses not to return from the LOA, they should submit a letter to the Graduate Director indicating this fact.

2. Administrative-initiated leave:

Administrative LOA: This type of LOA is imposed by the Graduate Director and/or appropriate Dean for that Graduate Program due to academic or professional deficiencies, such as failure to progress in research, inattention to the academic or professional standards of a graduate student, or unexplained absence from the program of greater than 1 week. This type of LOA will be part of the student's permanent record.

Academic LOA: This is the same as the student-initiated leave and is due to a deficiency in academic standing prior to the final evaluation in a course(s).

Procedure: The administrator (Graduate Director, advisor, Dean) initiates this request in writing. The LOA should indicate the reason for the leave, the length of the leave, and any requirements for return. LOA requests should be approved by the Graduate Director and appropriate Dean prior to presentation to the student. The student should sign the letter indicating that they understand the terms. Upon return to the program, the student presents any required documentation to the Graduate Director. Once the return is accepted, the Graduate Director signs the LOA form indicating that the leave is over. If a student chooses not to return from the LOA, they should submit a letter to the Graduate Director indicating this fact.

B. LEAVES OF ABSENCE WITH STIPEND

Parental LOA: This is a LOA due to the birth or adoption of a child. Stipend should remain intact for the duration of the leave term as specified below.

- 6 Weeks for an individual
- 8 weeks total per family if both parents are enrolled in HSC graduate programs

Procedure: A specific form is not necessary for parental leaves of 6 or 8 weeks duration but the times frame should be communicated between the student and the mentor. If the mother has complications

that require more time away than 6 weeks either before or after the delivery, a letter from the student's doctor is required documenting the amount of leave necessary. In general, a 2-week extension of this time will be granted. Longer periods than this will be handled on a case-by-case basis and depend upon the ability of the student to achieve significant progress toward the degree.

Other LOA: In some circumstances, the student may not be in residence in the program for greater than one month but may be able to achieve significant progress toward the degree. During this time, the student may remain on stipend.

Procedure: Such agreements should be documented in writing in letter format and include:

1. Reason for leave
2. Duration and timing of leave
3. Planned activities during leave
4. Planned method of communication during the leave

The letter documenting these conditions must be signed by the Graduate Director and placed in the student's file.

NOTES:

Extension of time in the program or to meet program-specific requirements: If the student is unable to complete the degree within the University time limit for attaining the degree, they may petition for an extension equal to the time of the LOA. Petitions must be presented to the Graduate Director in writing 6 months prior to the end of this limit. Petitions for extensions of other program specific activities such as candidacy exams, seminars, etc. should also be handled in writing and occur prior to the semester in which the activity is to take place.

Exceptions to the above: Programs that are accredited may have specific residency requirements and the rules of the accrediting agency supersede these institutional guidelines.