

Directions for Graduate Leave of Absence Request Form

According to Northeastern Illinois University's academic standing policy, a graduate student who has not enrolled for six consecutive semesters, including summers, will have their records inactivated and must re-apply to the University in order to complete their degree. Re-admission is not guaranteed. Therefore, students are encouraged to apply for a Leave of Absence as soon as they know they will need one, but at the latest this form must be submitted before the end of the Change of Registration period of the third semester of their absence.

Instructions for Students

Submit this form to your Graduate Program for approval. Your program will consult with the College of Graduate Studies and Research for final approval. Please note, a leave of absence will temporarily suspend the application of the standard "inactivation" policy, but will not extend the time to complete your graduate program beyond six years. Consult with your program advisor to be sure that you will complete your degree in a timely manner.

Only active graduate students are eligible to apply for a Leave of Absence (LOA).

A graduate student may request a maximum of six consecutive academic terms of absence, including summers.

A graduate student is not expected to make any academic progress towards their degree while on a Leave of Absence. (This includes resolving incompletes.)

A graduate student may not use any University resources while on a LOA.

A graduate student's academic status will not change during their LOA.

International Students must additionally gain approval via a signed memo from their International Programs advisor. This approved memo must be included with this form and all documents must be submitted to the graduate program.

Students must register for coursework on the semester of return as specified on the form. Failure to register for coursework, and inform Graduate Records of registration, will result in being moved to inactive status that semester. An inactive graduate student must reapply for admission.

Instructions for Program Advisors

Please send the LOA form with supporting memo(s) to graduatestudies@neiu.edu. Please include in your memo how the student, upon his/her return to your program, will complete their requirements within six years of their initial enrollment. The College of Graduate Studies and Research will not consider leave of absence requests without a supporting memo(s) from the program (and, if needed, from International Programs).

Graduate Leave of Absence Request Form

Last Name:		First Name:	
Graduate Program:		NEIU ID #:	
First Semester/Year in Program:	Last Semester of Attendance:	Expected Graduation Semester/Year:	
International Students – Indicate Your Visa Type:			

Address while on LOA if different than address in NEIUport

Street/PO Box		
City:	State:	Zip:
Email Address:		

What semester does your LOA begin?

☐ Fall
 ☐ Spring
 ☐ Summer
 Year _____

What semester will you return to Northeastern?

☐ Fall
 ☐ Spring
 ☐ Summer
 Year _____

Please provide a reason for your leave:

☐ Medical
 ☐ Employment
 ☐ Financial

I verify that I have read and understand the Northeastern Graduate Academic Standing policies in the current [Northeastern Illinois University Academic Catalog](#). My signature below indicates that no University resources will be used during the requested leave and compliance with all other provisions of the College of Graduate Studies and Research policies will be fully met upon approval of the leave.

Student Signature

Date