

According to Northeastern Illinois University's academic standing policy, a graduate student who has not enrolled for three consecutive semesters (including summer) 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 who know they will not enroll for at least three consecutive semesters should apply for a Leave of Absence (LOA). 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 Registration Add/Drop period of the third semester of their absence. A graduate student in good academic standing can request a maximum of six consecutive semesters of absence, including summers.

### **Instructions for Students**

Submit this form to your Graduate Program for approval, and the form will be submitted by your program to the office of the Dean of the College of Graduate Studies and Research.

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.

NOTE: International students must also gain approval via a signed memo from their International Programs advisor, which must be included with this form when submitting to the program advisor.

### **Instructions for Program Advisors**

Please send the LOA form with supporting memo(s) to [graduatestudies@neiu.edu](mailto: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

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

*Address while on LOA if different than address in NEIUport*

<b>Street/PO Box</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email Address:</b>		

**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 Graduate Academic Standing policies will be fully met upon approval of the leave.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date