**Requesting a Leave of Absence**

**STEP 1: Student contacts the graduate coordinator (program staff)**

The graduate coordinator can help the student get in touch with the graduate chair or director to explore implications and alternatives to a leave of absence.

With the graduate chair or director, the student discusses and drafts a tentative re-entry plan.

**STEP 2: Student initiates an online request**

The student makes a request for a leave of absence in the Rackham Leave of Absence online system.

**STEP 3: Student provides supplemental information**

- **Leave of absence for personal reasons:** no additional information is required.
- **Leave of absence for family necessity or dependent care:** the student will enter information directly into the online system.
- **Leave of absence for military service:** the student will upload military service documents into the online system.
- **Leave of absence for medical reasons:** a licensed health care provider completes and submits the form directly to the Leave of Absence Coordinator. The supplemental form is reviewed by a University Health Professional, who provides a recommendation to the Leave of Absence Coordinator.

**STEP 4: Graduate chair or director provides a recommendation**

The student’s graduate chair or director enters a recommendation into the Leave of Absence online system.

**STEP 5: Rackham dean or designee makes a decision**

After a decision on the request for a leave of absence has been made, an e-mail is sent to the student and his or her graduate chair or director and graduate coordinator.