

Leave of Absence Student Checklist

Requesting a Leave of Absence

Students on a leave of absence suspend their active study for an entire term or more and do not make progress toward their degree during that time. Students request a leave of absence, which is granted by Rackham when the request is in accordance with the [Leave of Absence Policy](#). The student is not registered during the term of a leave of absence yet remains in compliance with the Continuous Enrollment Policy.

As a Ph.D. student, there may be [alternatives to a leave of absence](#). You should consider these options and discuss them with the faculty and staff in your graduate program.

The leave of absence process is designed to protect your privacy. Forms requesting sensitive information are submitted directly to Rackham. Information shared with your graduate program is for academic planning purposes only. If you request a leave of absence, you are not required to disclose any personal details related to your request to your graduate program community (faculty, staff, and students). It is your decision whether to disclose any details about the reason you need a leave to your graduate program community.

Staff members in Rackham are available to provide information and guidance to you about the leave of absence process. They can help you understand the process, requirements, and alternatives to leaves. You can consult with Rackham staff before making a decision to request a leave of absence so that you can get answers to any questions and concerns you may have. If you have questions, please contact Rackham's Leave of Absence Coordinator, Ida Faye Webster (rackham.loa@umich.edu or call 734.615.5670).

Student Checklist:

- ☐ Notify your graduate chair or director if you are experiencing circumstances that may require a leave of absence. You should apply for the leave as soon as your circumstances allow.
- ☐ If you have a University of Michigan issued F-1 or J-1 visa, meet with an [International Center](#) Student/Scholar Advisor to discuss how immigration regulations will impact the proposed leave of absence. An advisor from the International Center must enter a recommendation in the [Leave of Absence online system](#).
- ☐ Talk with the graduate chair or program director to:
 - ☐ Discuss [alternatives to a leave of absence](#)
 - ☐ Determine the appropriate type of leave of absence
 - ☐ Review the [implications \(academic and financial\) of a leave of absence](#):
 - Discuss how courses will be noted on your transcript if you begin a leave after the drop/add deadline. You will receive a "W" for each course that is not officially dropped after the first three weeks of a full term (or the first two weeks of a half term).
 - A term withdrawal can have implications in multiple areas including: visa status, tuition payment, loans, fellowships, employment and benefits.
 - **Students who hold an appointment as a GSI, GSRA or a GSSA will be responsible for tuition assessments for the current term, as the tuition waiver associated with their appointment will be terminated upon their withdrawal.**
- ☐ Involve your faculty advisor in the leave of absence discussion, when applicable

Rackham Staff will:

- Provide support to you, as well as faculty and staff in your graduate program
- Help you navigate University services and resources
- A Rackham dean or designee will review the request to return from the leave of absence and the recommendation from the graduate chair or director.
 - If you will be returning from a leave of absence for medical reasons, a Rackham dean or designee will have University health professionals review your request.
- Make and communicate decisions – you and the program will receive an e-mail confirming the decision once all materials and recommendations have been received
- Ensure privacy and security:
 - We care about your privacy. The information we collect about you is private. Only people who have both the need and the legal right may see your information. Unless you give us permission in writing, we will only disclose your information for purposes of treatment, payment, business operations, appointment reminders, public health and safety, and when we are required by law to do so.
 - Your personal information will be safeguarded. We are required to protect your personal information against reasonable anticipated threats and hazards to the security or integrity of the information.