

## Leave of Absence for Graduate Students

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### Frequently Asked Questions (FAQ)

- 1. What are the benefits of taking a leave of absence?**

The main benefit of a leave of absence is that the time taken on an approved leave of absence does not count in the time limitations for your degree completion and advancement to candidacy.
- 2. Am I able to take a leave of absence for parental reasons?**

Graduate students are permitted to a parental leave of absence in the event of pregnancy, birth, adoption or placement of a foster child with legal custody or guardianship, for themselves or their domestic partner.
- 3. Who will know the reason I request a leave of absence?**

The academic unit administrator, college graduate dean (or designee) and the Graduate College will review your leave of absence request but will not share details with other individuals.
- 4. I was admitted to a program but cannot begin the program until a later date. Should I take a leave of absence?**

No, only currently active students are eligible for a leave of absence. Instead, you should contact [Admissions](#) to defer enrollment up to one year.
- 5. I am enrolled in a dual degree program. Do I need to request a leave of absence from each program?**

Students enrolled in a dual degree program will need to submit separate request forms for each program.
- 6. How will an approved leave of absence be entered into my student record?**

For a long-term leave of absence, the Graduate College, in conjunction with the University Registrar, will place a "hold" on your student record to prevent further registration and to convert your status from active to inactive.
- 7. What do I do if I need an extension?**

Students on a long-term leave of absence may be eligible to receive a one-term extension. To request an extension, the student must submit a new Request for Leave of Absence form prior to the expiration of your original leave and select "extension."
- 8. Will I receive notification before my leave of absence expires?**

Yes, you will be sent a reminder to your Kent State email address from the Graduate College before the leave of absence expires. The administrator of your academic unit will be copied on the email.