Leave of Absence for Graduate Students

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.