

**UNIVERSITY OF PITTSBURGH
SCHOOL OF EDUCATION
ACADEMIC POLICIES AND PROCEDURES**

TITLE OF POLICY: LEAVE OF ABSENCE

DATE APPROVED: MARCH 2012

POLICY:

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students or one year to master's students. While on Leave of Absence, students are neither responsible for any tuition payments nor eligible for any financial aid from the School of Education. The Leave of Absence may be granted for the following reasons:

Medical

Students with health problems featuring limited or impaired function and is in good academic standing, shall be granted a Leave of Absence (not to exceed one year) at the discretion of the Dean's office. The Associate Dean shall collect pertinent data from the treating physician and may request a second opinion from an administratively appointed physician to document the necessity for such leave. If the opinions of the two physicians differ, the Dean's office and the student shall accept the opinion of the appointed physician.

Academic Study

Students seeking dual degrees (Master's or Doctorates), or those pursuing research fellowships shall be granted a Leave of Absence as required for the pursuit of either degree or fellowship. During such leaves the student will be considered a student in good standing of the School of Education even though tuition payments shall not be made as a professional student.

Extraordinary Circumstances

Extensions of specific Leaves of Absence shall be given only under extraordinary circumstances of family or financial hardships. Such extensions shall be presented to the Dean's office and their decision shall be final.

PROCEDURE:

The length of and rationale for the leave of absence must be stated in advance and petitioned to the Dean's office. This petition is recommended by their department chair, and approved by the Dean's Office. This petition must be in writing, setting forth the circumstances of the request and the length of leave desired. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Only one leave of absence can be obtained by a student during his/her graduate career. Readmission following an approved leave of absence is a formality.

It is the student's responsibility to meet the conditions of their leave of absence. The student must submit a letter to the Dean's Office at least two months prior to the end of leave, or when otherwise requested, indicating their intention to return to the School of Education. If the student fails to submit a letter or goes beyond the time of leave granted, the student will not be eligible to return automatically. The student must petition the Dean's office for readmission.