**Leave of Absence**

Students may take one semester off without a formal leave to maintain their “continuing student status” at the university and their registration eligibility. If a student is not enrolled for two or more consecutive terms, excluding summer, they must reapply to the university. A student may apply for a “Leave of Absence” to be considered for an extended period of leave without needing to reapply. In some programs, such as professional programs, students may not be eligible for a leave and they must first seek approval from their program per guidelines in their program handbook. In some cases a leave may not be approved as being on leave can impact eligibility to complete fieldwork placements and delay progress to degree. Students should first consult with their program before making a final decision to request a leave.

International students, students with fellowships, or students with assistantships could be impacted if they are on leave. Students in these categories should consult the Office of International Services or the Graduate College as appropriate to discuss “Leave of Absence” eligibility.

With proper documentation, the reasons below are generally automatically accepted for an approved “Leave of Absence”. Requests for a leave for other reasons will be considered with supporting documentation.

* Student with a serious health condition
* Care of a child, spouse, or parent with serious health condition
* Birth or adoption of child
* Military orders received by the student from the U.S. government to enter active military service with the armed forces in a national or state emergency.

Applying for a Leave of Absence:

Students may submit a petition for a “Leave of Absence” via the following [link](https://go.uic.edu/AHSPetition) unless their program has a separate “Leave of Absence” form (e.g. DPT, E-OTD, etc.)

Returning from a Leave of Absence:

Prior to the start of the semester and by the deadline provided by their program and/or the college upon approval of a “Leave of Absence,” students must confirm their intent to return and enroll for the semester. This will allow sufficient time for the Registrar’s Office to be notified and reactivate a student’s registration eligibility for the semester.

Timelines:

Students must apply for a Leave of Absence prior to the 10th day of the semester (fall/spring) and 5th day of summer semester (or 8 week term) in which they would like their leave to begin to be considered for a Leave of Absence. A Leave of Absence is generally only approved for up to one academic year. Should a leave need to extend beyond one year, students may be asked to reapply to their program and the university.

Questions:

Please contact the AHS Office of Student Affairs at ahsinfo@uic.edu or your program for questions about a “Leave of Absence.”

**NOTE:**

Students are not eligible for financial aid, student health insurance, personal accident insurance, or other benefits of an enrolled student while they are on leave. Students who wish to request a leave in the middle of a current semester, must also complete a request for [term withdrawal](https://registrar.uic.edu/registration/term-withdrawal/). Submitting a request for a “Leave of Absence” is a separate process than a request for a term withdrawal. Students can contact the AHS Office of Student Affairs with questions at ahsinfo@uic.edu.