



Effective:	August 2014
Responsible Executive:	Dean of the Graduate School
Applicability:	Graduate Students
Review By:	August 2014

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of two semesters during the entire program; however, the Graduate School may approve extensions to the maximum two semester leave of absence (e.g., for military service obligations extending beyond two semesters).

A petition for a leave of absence (or extension), signed by the Graduate Program Officer or head of the academic unit, must be approved by the dean of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved before the anticipated absence. An approved leave of absence will enable students to re-enter their program without applying for re-activation or owing retroactive tuition and enrollment fees.

A student on leave is not required to pay fees, but in turn may not use Auburn University faculty, facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University or take any Auburn courses related to the plan of study.