

JOHNS HOPKINS

U N I V E R S I T Y

Krieger School of Arts and Sciences
Whiting School of Engineering
Graduate Affairs and Admissions Office

2009-2010 Application for Leave of Absence

To petition for a leave of absence (LOA), Homewood graduate students must submit this form to their department chair and, in the case of international students, to the Director of International Student and Scholar Services¹ for approval, prior to its final submission to the Homewood Graduate Affairs and Admissions Office. A letter of explanation addressing one of the permitted reasons a graduate student would qualify for a leave of absence (listed below) must accompany this form. The final decision is made by either the Chair of the Graduate Board (for Krieger/Whiting School doctoral candidates and Krieger School master's candidates) or the Whiting School Vice Dean for Education (for engineering master's candidates).

Graduate students may apply for up to four semesters of leave of absence (not including the summer term) when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies. To be approved for a leave of absence, graduate students must provide the proper documentation for their given situation, as indicated below:

Medical Condition: a letter from a physician (this may be a letter from a doctor at the Student Health and Wellness Center), the Counseling Center or the Office of Student Disability Services

Military Duty: a letter or verification from the Armed Forces

Personal or Family Hardship: a letter from the applicant

Any additional letters of support (e.g., from an advisor, department chair, etc.) are welcome.

Financial difficulty alone does not warrant a leave. A leave of absence will be granted for a specific period of time, not to exceed a total of two years. When approved for a leave of absence, the Chair of the Graduate Board or the Whiting School Vice Dean for Education will notify the applicant. During the leave period, graduate students may not be enrolled at another university. Before applying, graduate students should consult their department for information regarding funding upon return. When on an approved LOA, there is no tuition charge; the period of leave is simply regarded as an interruption of the degree program.

****Please note:** While on leave of absence, graduate students do not have student privileges—access to University services or facilities (e.g. counseling center, health center, library, athletic facilities, etc.) and student employment. However, graduate students on LOA are eligible for employment through the University's Human Resources Office. Degree requirements may not be completed by students while on a leave of absence – including work done on their dissertation or the submission of the dissertation to the Binding Office. Taking a leave of absence may affect a student's Johns Hopkins Student Health Insurance. It is recommended that students interested in applying for a leave contact the Registrar's Office to find out how their coverage will be affected should they be approved for a leave of absence.

Application to Return from Leave of Absence

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes (this form can be found at www.graduateboard.jhu.edu). The form must be accompanied by a letter (from one of the sources below) that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return.

Medical Condition: a letter from a physician (including the Student Health and Wellness Center), the Counseling Center or Office of Student Disability Services

Military Duty: a letter or verification from the Armed Forces

Personal or Family Hardship: a personal letter

Any additional letters of support (e.g. from an advisor, department chair, etc.) are welcome.

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Student ID #: _____

Department: _____

Name: _____
(Please Print) Last First Middle

Address correspondence is to be sent: _____
Street or Post Office Box

_____ City State Zip Code Country

Phone number/E-mail address: _____

I am requesting a Leave of Absence for the _____ through _____
term and year term and year

I estimate the completion of all my remaining degree requirements by: _____
(month and year)

Have you previously been approved for a Leave of Absence? Yes No

Which degree are you seeking? Master's Doctoral

Are you an International student? Yes¹ No

Reason for absence (check one): Medical Condition Personal or Family Hardship Military Service

Student's Signature _____ Date _____

Recommended By _____ Date _____
Department Chair

Recommended By _____ Date _____
¹Director of International Student and Scholar Services (if applicable)

Recommended By _____ Date _____
Physician, Counseling Center, Office of Student Disability Services (if applicable)²

Approved By _____ Date _____
Chair, Graduate Board or WSE Vice Dean for Education

¹OISSS signature required for international students. ²May attach recommendation form from the Counseling Center in lieu of a signature.