



Krieger School of Arts and Sciences
Whiting School of Engineering

Graduate Student Leave of Absence Extension Request

To petition for an extension to their approved leave of absence (LOA), Homewood graduate students on LOA must submit this form to their department chair and, in the case of international students, to the Office of International Service for recommendation, prior to its final submission to the KSAS Dean's Office or the WSE Dean's Office of Academic Affairs. **A letter of explanation addressing one of the permitted reasons the graduate student should remain on a leave of absence (listed below) must accompany this form.** The final decision is made by either the Vice Dean for Education (WSE) or the Vice Dean for Graduate Education (KSAS).

Graduate students may apply for up to four semesters of leave of absence when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies. **To be approved for an extension of their approved 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), or the Counseling Center

Military Service: 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. The form will need to be signed by the department and the Office of International Services (if applicable) prior to its submission to the KSAS Dean's Office or the WSE Dean's Office of Academic Affairs. The final decision is made by either the Vice Dean for Education (WSE) or the Vice Dean for Graduate Education, and Centers and Programs (KSAS). 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. Time spent on leave of absence is not time counted toward time-to-degree.

REMINDER: While on leave of absence, graduate students do not have student privileges—access to University services or facilities and student employment. However, graduate students on LOA are eligible for employment through the University's Human Resources Office. Degree progress may not be made by students while on a leave of absence – including completion of their dissertation or the submission of the dissertation to ETD. 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. For federal aid purposes, a student on a leave of absence is considered to be withdrawn from Johns Hopkins University and will go into repayment on education loans once the grace period is exhausted. For more information, visit http://www.jhu.edu/finaid/grads_loans.html or contact your financial aid advisor at <http://www.jhu.edu/finaid/contact.html>.

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. **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), or the Counseling Center

Military Service: 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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Section 1: To be completed by the Graduate Student

This form must be accompanied by a letter (from one of the sources below) that justifies the extension of the student’s leave of absence.

Hopkins ID #: _____ Primary Department: _____

Name: _____
(Please Print) Last First Middle

Phone number: _____ JHU E-mail address¹: _____

- 1. I am seeking the following degree: Master’s Doctoral
- 2. I am an international student: Yes¹ No
- 3. Reason for my leave of absence (check one): Medical Condition Personal or Family Hardship Military Service
- 4. I have already completed 1 2 3 4 semester(s) of LOA.
- 5. I request permission to extend my leave of absence for the _____ semester, and am planning on returning by the _____ semester.

- Graduate Student’s Signature _____ Date: _____
- I have included the mandatory documentation supporting my request to extend my Leave of Absence Status
- I understand that if I am on an MLOA (medical leave of absence), that there is a time limit on my eligibility for the student health insurance plan. I have consulted with either my Academic Affairs office or Health Insurance Desk in the registrar’s office and understand my options and obligations.

Section 2: To be completed by the Graduate Student’s Department and OIS (if applicable)

Recommended By _____ Date _____
Department Chair

Recommended By _____ Date _____
Office of International Services (if applicable)¹

After the completion of Sections 1 and 2, the Department Academic Staff must upload to the appropriate Office of Academic Affairs via a JHBox Upload

Section 3: to be completed by the Office of Academic Affairs (KSAS or WSE)

Approved By _____ Date _____
WSE Vice Dean for Education/ Vice Dean for Graduate Education, and Centers and Programs