



Krieger School of Arts and Sciences  
Whiting School of Engineering

## Application for Graduate Student Leave of Absence

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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 Services 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 a graduate student would qualify for 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 semester 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 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), 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 (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.

**Please note:** 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](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 (this form can be found at [www.graduateboard.jhu.edu](http://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), 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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## Application for Graduate Student Leave of Absence

### Section 1: To be completed by the Graduate Student:

Hopkins ID #: \_\_\_\_\_ Primary Degree Department: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print) Last First Middle

Phone number: \_\_\_\_\_ JHU E-mail address: \_\_\_\_\_

1. I have previously been approved for a leave of absence:  Yes  No
2. I am seeking the following primary degree (check one):  Master's  Doctoral
3. I am an international student:  Yes<sup>1</sup>  No
4. I am currently receiving financial aid:  
(Funds issued by the Financial Aid Office in the form of loans, grants, scholarships, work study, etc.)  Yes  No
5. I am requesting Leave of Absence status from the start of the \_\_\_\_\_ semester through the end of the \_\_\_\_\_ semester.
6. Reason for my absence (check one):  Medical Condition (MLOA)  Personal or Family Hardship  Military Service
7. The last day I intend to work in any way toward the completion of my degree prior to starting LOA will be \_\_\_\_\_ (mm/dd/yyyy)
8. I estimate the completion of all my remaining degree requirements by \_\_\_\_\_ (mm/dd/yyyy)

I have included the mandatory documentation (ie. personal letter for personal hardship, medical documentation from treating medical professional if a medical leave, service orders with start and end dates for the call to military duty)

I am requesting MLOA and would like to maintain my student health insurance coverage as per the terms for MLOA students (I understand that I may be responsible for the costs, coverage may increase in cost, and there will be a time limit on how long I may continue to be enrolled in the student health insurance coverage while on MLOA).

Graduate Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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)<sup>1</sup>

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

### Section 3: to be completed by the Office of Academic Affairs

Approved By \_\_\_\_\_ Date \_\_\_\_\_

WSE Vice Dean for Education/ Vice Dean for Graduate Education, and Centers and Programs