 <b>Northeast Ohio</b> MEDICAL UNIVERSITY	<b>COLLEGE OF GRADUATE STUDIES (COGS)</b>  <b>COGS Policy No:</b> <b>100-4</b>
<b>POLICY TITLE:</b> Leave of Absence	<b>EFFECTIVE DATE:</b> <b>8/5/2014</b>
<b>RESPONSIBLE DEPARTMENT:</b> College of Graduate Studies, Enrollment Services and Registrar	<b>COGS Students</b>

**(A) PURPOSE**

To establish the standards for leaves of absence in the College of Graduate Studies.

**(B) SCOPE**

The scope of this policy includes all students enrolled in any degree or certificate programs in the College of Graduate Studies.

**(C) DEFINITIONS**


**Consult University policy number 3349-7-01.**

**(D) POLICY STATEMENT**

**(1) Leaves of Absence**

- (a) Students may request a leave of absence for academic, medical, enrichment, or personal hardship reasons. Students requesting a leave of absence should meet with the Program Director and the Chief Student Affairs Officer to discuss the reasons, objectives, activities, and conditions of the leave and return to the program.
- (b) A Leave of Absence Request form is required and is available either online at <http://www.neomed.edu/students/studentaffairs/forms-1> or by securing a hardcopy from Student Affairs or Enrollment Services Office.
- (c) Leaves of Absence are granted at the discretion of the University and decided upon by the Dean of the College of Graduate Studies, in collaboration with the Program Director.

The overall length of the program is not extended should a Leave of Absence be approved. Students are expected to meet the Academic Program Length Restrictions specified by the College of Graduate Studies, inclusive any Leave of Absence from the program.

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**REFERENCES**

**FORMS**

**CROSS-REFERENCE**

**REVISION HISTORY**

**RULE PROMULGATED UNDER**

**LEGAL**