UNIVERSITY of HOUSTON | COLLEGE OF EDUCATION

Standard Operating Procedure – Leave of Absence (College)

Responsibility: Associate Dean; College Coordinator

Time Frame: Before the first class day of each semester

Definition: In general, the University expects student's enrollment in consecutive long semesters (Fall and Spring) until the completion of the degreed program. Student non-enrollment is for a specific time-period. In general, students take a leave of absence when life events make it hard to concentrate on his/her studies. A personal leave of absence allows students to interrupt their studies for one or two semesters, with the approval of the College Office of Graduate Studies, Associate Dean.

Procedures:

Step 1: Student completes Graduate and Professional Student Petition, checking box #6

Step 2: Student indicates the time limit of the Leave request (one semester or one year) in the "Explanation of Request" box.

Step 3: Student attaches a short concise memo to the Petition with an explanation of the nature of the request.

> **Step 3a:** Student acquires the required signatures (Advisor, Program Lead or Department Chair).

> **Step 3b:** Department or student forwards all documentation to the OGS in the College of Education.

Step 4: Associate Dean reviews the request for compliance with University policy.

Step 5: OGS marks the student's *myUH* record with Leave of Absence for the term of the leave request.

Step 6: The College OGS, sends a copy of the "Approved or Denied" petition to the Office of University Records as "Image Only" and sends a copy of the petition to the student, via e-mail. OGS may upload a copy of the student petition to the students MyAdvisor account.

Step 7: OGS notifies the student at the end of the Leave period about the process for returning to active enrollment.

Special Circumstance:

> If a student is already on a Leave of Absence and needs to extend the time (one semester > two semesters), the student must submit another Graduate and Professional Student Petition following Steps 1-3.

> OGS uploads the approved second petition as "Image Only" into the system with additional notes, if needed. Staff cannot make changes to students' *myUH* record unless there is a "Return from Leave" on the record.