6. Leaves of Absence

The Graduate Studies Committee will occasionally approve of a leave of absence from the program for medical or personal reasons. Students seeking a leave must do so in writing to the Graduate Committee, explaining the reason(s) for the request. If the Graduate Studies Committee approves the request, the DGS will forward it to the Graduate School. Only the Graduate School is empowered to grant leaves of absence.

In endorsing a request for leave, the Graduate Studies Committee will require that the student notify the Department of English and the Graduate School well in advance of their plans to re-enter, extend the leave, or withdraw from the program.

In practical terms, this means that for leave of one fall-to-fall academic year, the committee must be notified by December 1 of plans for the following fall; by April 1 for a spring semester leave. The early dates of notification are primarily for budgetary reasons.