

On-Leave Status - GWSS Department Policy

If you go on-leave, you will need to request on-leave status each quarter with GWSS and with the Graduate School and pay the required fee to the Graduate School (currently \$25). The Graduate School lists their on-leave eligibility requirements on their website.

Two steps:

- 1) GWSS Leave Request Form available in Graduate Forms folder Google Team Drive or in the main office
- 2) Request graduate leave status in MyGrad for the Graduate School at <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>

A graduate student in the GWSS department may be approved for 6 academic quarters of leave (approved quarterly or up to one academic year at a time) with approval of their primary faculty advisor; any additional quarters of leave must be approved by the Graduate Program Committee. The Graduate Program Committee will review requests for leave of one to three quarters in length; the requests must first be approved by the primary faculty advisor.

Leave Quarters 1-6

- Approved by primary faculty advisor or co-advisors.
- Can request up to three quarters of leave at a time, but all must be in one academic year.
- Leave request form filled out and signed by advisor/co-advisors and submitted to Graduate Advisor and Graduate Program Director.

Leave Quarters Beyond 6

- Must be approved by Graduate Program Committee.
- Can request up to three quarters of leave at a time, but all must be in one academic year.
- Leave request form filled out and signed by advisor/co-advisors and submitted to Graduate Program Committee at least 30 days before the end of the quarter prior to the beginning quarter of leave.

The leave process is handled on a quarterly basis at the University. Each quarter a student is on leave they will be required to submit a leave request through MyGrad (which will require departmental approval), and pay a \$25.00 fee to the Office of the Registrar.

Reinstatement to the Doctoral Program – GWSS Department Policy

Failure to maintain On-Leave status or continuous enrollment (non-registration is considered withdrawal from the University) constitutes evidence that you have resigned from the Graduate School and you will automatically be withdrawn from the University.

If you let your enrollment lapse and want to return to the program to finish, you would need to meet with your committee to design a plan to complete your dissertation. If the committee approves your plan, *the department faculty will review it, and if they approve*, you can apply for reinstatement to the Graduate School and they will confirm your eligibility.

A request for re-entry into the doctoral programs requires the following information:

- 1) a formal letter requesting re-entry into the program,
- 2) the reason for the lapse in on-leave standing,
- 3) a specific plan for completion of the program, and
- 4) a statement from the Faculty Advisor/ Supervisory Committee Chair concurring with the petition and plan, and conveying her/his willingness to work with the student to complete the program.

The request must be signed by the student and Faculty Advisor/Supervisory Committee Chair. The Faculty Committee has final authority to re-admit upon the recommendation of the Graduate Program Committee.

The Graduate School:

- Graduate On-Leave Status - <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>
- Memo 9: On Leave Policy to Maintain Graduate Student Status - <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>
- Reinstatement - <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/>