LEAVE OF ABSENCE PROGRAM (LOAP)

A Leave of Absence is a planned interruption in a student’s formal education. A graduate student may request a Leave of Absence for medical necessity, financial hardship, or other reasons as deemed acceptable by his/her major advisor (if applicable) and the graduate program director. A leave of absence is not intended for students who wish to temporarily attend another college or university.

In order to be eligible for a Leave of Absence, a graduate student must have completed one semester of graduate study at Creighton University and be in good academic standing. A leave of absence may not exceed one calendar year.

Students requesting a Leave of Absence should complete a Leave of Absence Request Form and submit it to their major advisor and/or graduate program director. Upon endorsement by the major advisor and/or program director, the form will be sent to the Graduate School for approval by the Dean, and then filed.

Following the leave of absence, a request for reinstatement or re-entry to the graduate program should be submitted in a timely manner. The student’s advisor or program director will consider the request for re-entry and work with the student to develop a plan of study.

If a leave of absence is granted to a doctoral student in candidacy, the time limitation of completing all other requirements within four years after passing the qualifying examination shall be extended by the same time as the length of the leave.

Students are not eligible for financial support (including fellowships or assistantships) during the leave of absence. Resumption of financial support is not guaranteed upon re-entry to the graduate program.

The principal advantage of the LOAP is that it offers a student the opportunity to leave college temporarily with the assurance that he/she will be able to return and resume his/her studies with a minimum of administrative difficulty. Because the leave is initially approved by the School/College and officially recognized as a leave of absence, the student is able to be away from the School/College and still maintain a close tie with it.

Students in this program are considered “on leave” by the University and will not be classified as enrolled students; however, they will be eligible for services of the Career Center and limited use of library facilities.