

## ACADEMIC POLICY

Memo No. 8

Revised October, 2008

### GRADUATE STUDENT ON-LEAVE POLICY AND PROCEDURE

#### Policy

1. In accordance with guidelines established by Graduate School Policy Memo No. 9 (<http://www.grad.washington.edu/Acad/gsmemos/gsmemo09.htm>), it is necessary that the granting of requests for on-leave status be formally considered and reviewed prior to approvals being given.
2. The guidelines for the granting of on-leave status to graduate students in the School of Drama are:
  - A. to meet the need for short-term withdrawal from the academic program in response to a personal emergency; or
  - B. for purposes of professional internship or thesis or dissertation research.
  - C. if the student has finished all required coursework but it not ready to defend.

Students on leave for professional internships or thesis or dissertation research must continue to show satisfactory progress as defined in Administrative Policy Memo #4.

#### Procedure

1. Consult with your program head on your plan for going on-leave.
2. See the graduate program assistant for the on-leave request form and to get the Faculty Graduate Program Coordinator's signature.
3. Stop in the Drama Office and see the receptionist to turn in your keys.
4. Stop in the Costume shop to be certain that you have taken care of anything that is outstanding.
5. Stop in the Scene Shop to turn in keys and to return any props you may have checked out.
6. Stop at the Library to double-check all books, fines, etc., are taken care of.
7. Process on-leave form per instructions and turn in to Schmitz Hall by the 5th day of the quarter.
8. Understand, and follow-through on re-registration procedure. **Failure to do so will mean you must reapply to the Graduate School.** Outstanding fines and registration holds may delay your re-registration, students should check to make sure all registration holds are removed before they go on leave.
9. If you have outstanding student loans, and you are on leave because of a degree requirement (e.g. an internship) you may be able to defer loan repayments. See the graduate program assistant for more information about the "Required Off Site Education" form.

Make sure the office has your contact information if you are away from campus. Turn in any temporary keys you have checked out.

PM8208/REV9-079-04

Academic Policy Memo No. 8, first established before 1982

Subsequent revisions: 8/82; 10/89, 9/96, 9/04, 10/08

Executive Committee Approval: 10/1/08

Faculty Approval: 10/8/08

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