

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: Office of Graduate Studies uploads petition to IRIS (Office of University Records) for review by the University Graduate School.

Step 6: OGS marks the students MyUH account with an academic hold for the term of the leave request.

Step 7: When returned to the College OGS, the petition is marked “Approved or Denied” and OGS sends a copy of the petition to the student, via e-mail. OGS uploads a copy of the student petition to their MyAdvisor account.

Step 8: OGS notifies the student of the academic hold and the process for removing the hold when they return to begin enrollment.