

# 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.