

Requesting a [Leave of absence](#)

STEP 1: Student contacts the graduate coordinator (program staff)

The graduate coordinator can help the student get in touch with the graduate chair or director to explore [implications](#) and [alternatives](#) to a leave of absence

With the graduate chair or director, the student discusses and drafts a [tentative re-entry plan](#)

STEP 2: Student initiates an online request

The student makes a request for a leave of absence in the Rackham [Leave of Absence online system](#)

STEP 3: Student provides supplemental information

Leave of absence for **personal reasons**:
no additional information is required

Leave of absence for **family necessity** or **dependent care**:
the student will enter information directly into the online system

Leave of absence for **military service**:
the student will upload military service documents into the online system

Leave of absence for **medical reasons**:
a licensed health care provider completes and submits the form directly to the Leave of Absence Coordinator

The supplemental form is reviewed by a University Health Professional, who provides a recommendation to the Leave of Absence Coordinator

STEP 4: Graduate chair or director provides a recommendation

The student's graduate chair or director enters a recommendation into the [Leave of Absence online system](#)

STEP 5: Rackham dean or designee makes a decision

After a decision on the request for a leave of absence has been made, an e-mail is sent to the student and his or her graduate chair or director and graduate coordinator