

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Leave of Absence

Responsible Executive: Associate Dean for Academic Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 05/12/1998

Revisions: 04/01/2025

I. PURPOSE

This policy defines the process for leaves of absence for all Rutgers School of Public Health matriculated students.

II. ACCOUNTABILITY

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic Affairs.

III. APPLICABILITY

All matriculated students at the School of Public Health must maintain continuous matriculation from the time of admission until the completion of all degree requirements. Typically, this is achieved by enrolling in courses in the fall and spring semesters. (Depending on the degree program, summer semesters may not be mandatory.) Students who do not register for courses must register for "Maintaining Matriculation" or a "Leave of Absence" (which includes Student Scholar). For more information about maintaining matriculation, please see the Maintaining Matriculation policy.

A Leave of Absence -

- reserves a student's place in the degree program as a continuing student;
- ensures that the student will continue to receive registration materials and any other mailings to enrolled students;
- allows access to University facilities and services, such as the Library and Health Services; and
- enables application for student health insurance, if needed.

A. Registering for a Leave of Absence

Matriculated students at the School of Public Health who wish to request a leave of absence must submit a completed Leave of Absence form, with appropriate signatures. This registration requires the payment of a \$50 fee for each semester this type of registration is used.

B. Students Eligible for a Leave of Absence Status

All matriculated students in good academic standing (meeting the school's Academic Standing Policy) at the School of Public Health are eligible for a Leave of Absence.

Requests by students on Academic Probation will be forwarded by the Assistant Dean for Student Experiences and Alumni Affairs to the Academic Progression Committee for action. Students will be notified of approval/disapproval by email.

C. Number of Leaves of Absence

Students who wish to extend their leave beyond one semester must petition for a subsequent second official leave and pay an additional \$50 fee. Students may take up to two consecutive leaves of absence but must return for at least one semester before requesting another leave.

Students may not take more Leaves of Absence than what is equivalent to the maximum timeframe allowed for their degree program. (For example, if the program allows up to six years to complete the degree, no more than six individual Leaves of Absence may be taken.) Exceptions for documented medical leaves beyond this limit may be considered on a case-by-case basis.

D. Dual Degree Students on Student Scholar

Students enrolled in an approved dual-degree program with another Rutgers school or another university who, because of the requirements of the dual-degree program, are not registering for one or more semesters at the School of Public Health may apply for Student Scholar using the Leave of Absence form. Dual-degree students are not limited to two consecutive semesters; however, dual-degree students must submit a Leave of Absence form for each semester on Student Scholar.

E. Degree Programs with Mandatory Summer Semesters

Students enrolled in the Doctor of Public Health (DrPH) degree program must take courses during the summer semesters of the first two years of DrPH coursework. If a DrPH degree student were to take a leave of absence anytime during these first two years, the student must take three consecutive leaves to join the subsequent DrPH cohort. The student must submit a Leave of Absence form for each semester; however, the student will only be charged for the first two consecutive leaves. This allowance for three consecutive leaves is only applicable during the first two years of DrPH coursework.

Full-time students enrolled in the Online MPH degree program need to take courses during a summer semester to complete the degree within two years. All students (except for DrPH students in their first two years of DrPH coursework) may need to take courses during a summer semester if a required course is only offered during the summer and/or if it aligns with recommended course sequencing. In these instances, summer semesters are not mandatory for the duration of their degree program and students do not need to apply a leave of absence for a summer semester.

F. Students Resolving Incomplete Grades

If a student is resolving one or more Incomplete (INC) grades, then the student should request Maintaining Matriculation rather than a Leave of Absence. (See the Incomplete Grade and Maintaining Matriculation policies for more information.)

G. Returning from a Leave of Absence

Upon returning from a Leave of Absence, students are required to meet with their Academic Advisor to develop a plan for completing their degree requirements within the remaining maximum timeframe allowed for their program.

H. Implications of a Leave of Absence

If a student does not return after taking a leave of absence they will be administratively withdrawn from the school.

The time period granted for a leave of absence is excluded from the overall time requirement to complete the degree program (Maximum Timeframe).

Students on a leave of absence are not permitted to engage in academic activities, work with faculty or staff, communicate with the school regarding academic matters, or make progress on coursework or other degree requirements until their return. Students are permitted to communicate with the academic advisor regarding course registration and degree planning.

Students who are receiving Financial Aid, living in University Housing, studying at Rutgers as an International Student and/or enrolled in a Rutgers student health insurance plan, must contact the respective office(s) to determine any ramifications for taking a leave of absence. For example, during the semester in which you take a leave of absence students are; 1) not eligible to receive financial aid and 2) student loan repayments may become due.