

## **Leave of Absence Nonresidency**

To petition the Graduate Board for a change of registration status, students must submit the *Application for Term Leave or Nonresidency* to their department chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Graduate Board. A letter of explanation must accompany the request for a term leave. Generally, students will petition the Graduate Board for a leave of absence or non-resident status well in advance of the semester for which it is desired. When requesting a change of status for the current term, such petitions must be submitted no later than the end of the second week of the semester.

A student on either nonresident status or on term leave is not entitled to be present at the university, to make use of any university services or facilities (e.g. computing labs, library, labs, athletic facilities), with exception of the Counseling Center. A student may not work in any division of the university or in its central administration.

### **Term Leave of Absence**

Students may apply for a term leave of absence when medical conditions, compulsory military service, or personal or family hardship prevent them from continuing their graduate studies. Financial difficulty **alone** does not warrant a leave. A term leave of absence will be granted for a specific period of time, not to exceed a total of two years. When placed on term leave of absence, the Chair of the Graduate Board will notify the student. During the leave period, a student may not be enrolled at another university. The university cannot guarantee that financial support will be available when the student resumes his/her studies. (Students on leave of absence must reapply for tuition assistance, research assistantships, fellowships, or teaching assistantships.) There is no fee for a term leave; the period of leave is simply regarded as an approved interruption of the degree program.

### **Predoctoral Nonresident Status**

With the approval of the Chair of a Department and the Chair of the Graduate Board, a graduate student may be placed on predoctoral nonresident status for a period not to exceed five years. Such status is normally reserved for doctoral candidates who have completed all requirements for the degree except the dissertation and who have permission to continue dissertation work away from the University. When placed on nonresident status, the Chair of the Graduate Board will notify the student. Each student on nonresident status will be required to pay a fee of 10% of the full-time tuition to cover administrative costs and a computer account each semester he/she is a nonresident. Nonresident registration materials are mailed to the student in July for the Fall semester and the end of November for the Spring semester.

### **Reporting Responsibilities**

Departure of a student from one of the Homewood Schools without prior arrangement of a term leave of absence or pre-doctoral nonresident status will be deemed a permanent withdrawal from the student's program. While on leave or nonresident status, students are expected to provide the registrar's office and their department with an updated current address and are expected to respond to all communications and mailings (e.g. the Annual Report Form) within the deadlines specified. Failure to return these forms will be deemed a withdrawal. Students who withdraw from their programs must be formally readmitted, at the discretion of the department, before they may return to the University. If readmitted, they need not pay a second admission fee but must satisfy the residence requirements for the degree following readmission (even if previously satisfied) and pay all outstanding nonresident fees.

**JOHNS HOPKINS UNIVERSITY  
GRADUATE BOARD OFFICE**

**Application for Term Leave of Absence  
or Predoctoral Nonresident Status**

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print) Last First Middle

Address correspondence is to be sent: \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code Country

Phone number/E-mail address: \_\_\_\_\_

**Check One \*\*\*SEE BACK FOR EXPLANATION OF TERMS\*\*\***

Predoctoral Nonresident Status \_\_\_\_\_ semester through \_\_\_\_\_  
semester and year semester and year

**State reason for request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Term Leave of Absence Status\*\* \_\_\_\_\_ semester through \_\_\_\_\_  
semester and year semester and year

**\*\*Request for Term Leave of Absence must be accompanied by a letter of explanation.**

**I estimate the completion of all my remaining degree requirements by:** \_\_\_\_\_  
(month and year)

**Have you previously been approved for:**

Predoctoral Nonresident Status  Yes  No Dates (semester & year) \_\_\_\_\_

Term Leave of Absence  Yes  No Dates (semester & year) \_\_\_\_\_

Are you an International student?  Yes\*\*  No

**\*\*If you answered "yes", the Office of International Students and Scholar Services must sign off on this form prior to its submission to the Graduate Board. International students requesting a medical LOA MUST also include a letter from their physician as well as the letter of explanation.)**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Department Chair

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Director of International Student and Scholar Services (if applicable)

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Chair, Graduate Board, Associate Dean, School of Arts & Sciences