



UNIVERSITY  
of HAWAII®  
MĀNOA

## Leave of Absence

Unless a leave of absence has been approved in advance by the Graduate Division, a student who fails to maintain continuous enrollment (excluding summer session) is considered withdrawn from the university. Students on approved leave do not pay tuition or fees. Students who will be consulting university faculty or using university facilities or staff services should not request leave.

### Length of Leave Allowed

Each student is allowed up to one year of leave.

Time on approved leave is not counted against time allowed for the completion of graduate programs. However, leave will not be granted simply to avoid the seven-year limit.

If you have ever received a financial aid loan, this leave of absence shall not defer your loan.

### Who May Apply

To apply for leave, a student must be currently enrolled, be in good academic standing, and have completed at least one semester of course work relevant to your degree objective. Post-Baccalaureate Unclassified students do not qualify for Leave of Absence.

### How to Apply

Students who wish to petition for leave need to file a Petition for Leave of Absence with the Graduate Student Services Office.

Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the respective offices before petitioning for leave.

### Returning from Leave

Students who wish to return sooner from an approved leave should contact the Graduate Student Services Office by the deadlines indicated below:

Semester of Return	Deadline
Summer Session	March 1
Fall Semester	April 1
Spring Semester	October 1

Students who do not return from leave by the specified date of return will need to apply for readmission through Graduate Student Services Office. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

## Petition for Leave of Absence

### Part I. To be completed by the student

Name \_\_\_\_\_ UH ID No. \_\_\_\_\_  
LAST, FIRST, M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECIALIZATION IF APPLICABLE.

UH Email Address \_\_\_\_\_

Semester(s) of Leave \_\_\_\_\_ & \_\_\_\_\_ Semester of Return \_\_\_\_\_  
TERM & YEAR TERM & YEAR TERM & YEAR

Previous Leave (if any) \_\_\_\_\_ & \_\_\_\_\_  
TERM & YEAR TERM & YEAR

Reason for Leave \_\_\_\_\_

I certify that I have read and understand the policies and instructions for this form.

\_\_\_\_\_  
Signature of Student Date

### Obtain approval signatures from the following offices, if applicable:

	Signature	Date
International Student Services		
Financial Aid Services		
East-West Center		
Veteran Affairs Services		

### Part II. To be completed by the graduate chair

☐ Approved ☐ Not Approved \_\_\_\_\_  
REASON FOR DISAPPROVAL

I certify that this petition is in compliance with the policies and instructions for this form.

\_\_\_\_\_  
Signature of Graduate Chair Date

### GRADUATE DIVISION ACTION

☐ Approved ☐ Not Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Remarks

C: Graduate Program / Student / Other offices listed above as applicable