

Re-Entry Plan Template

Current Status in the Program

The student, _____ is a _____ student in the _____ program.

At the time of the request for a leave of absence the student _____ **is** _____ **is not** in good academic standing.

The best contact method for the student during the leave of absence is: _____

The following faculty are working with the student.

- Mentor: _____
- TA Advisor: _____
- Graduate Program Director: _____
- Graduate Program Coordinator: _____
- Dissertation chair(s): _____
- Members of the dissertation committee: _____
- International Academic Advisor: _____

The student has requested a leave of absence to begin during the _____ semester.

After discussing the logistics of returning to active study, we have agreed that the student is expected to return to active study during the _____ semester. While on leave, if the student finds themselves in a circumstance where they need to return from the leave of absence in a different term than the agreed upon term, the student will contact the graduate program director as soon as possible, informing them of the change in plans.

The student will also need to request to extend the Leave of Absence with the Graduate School, obtaining appropriate approvals for the extended Leave of Absence. Any semester that the student is on leave will not count towards their degree term limit.

Funding *(If funding is not applicable, please go to the next section of the form.)*

When a student takes a leave of absence, all reasonable efforts will be made to honor the intent of the funding commitment but are subject to the constraints of a program's and/or faculty resources.

As of the date, _____, we anticipate that the student will be supported by _____ (e.g., state appointment, research foundation appointment) upon their return from a leave of absence; however, this funding is not guaranteed and is based on many factors. It is strongly encouraged that _____ (add timeline) prior to the students returning to active study, they have a discussion with their program and/or mentor regarding funding commitments upon return.

Return to Active Student Status

By the date, _____, the student will contact their graduate program to confirm their intent to return to active study during the _____ semester. This timing allows the program to include the student in the planning process to determine teaching or research assignments, or the allocation of other additional support. The student will complete and submit a readmission form, obtaining all necessary approvals and paying any associated fees.

Academic Planning

Please include all elements including coursework, examinations, proposals, and research. Specify how the leave impacts the normal timeline for major academic milestones (e.g., if a comprehensive exam is only given one time per year, what accommodations, if any, will be made for the student).

When the student returns from leave, their plan will be:

Students on a leave of absence cannot make progress toward their degree and cannot be expected to make progress towards their degree. However, they are allowed access to department resources including: _____.

Other Elements to Consider Adding

- Documentation/access of research/scholarly activity data (e.g., that data is not stored locally with the student and can be accessed by other appropriate members of the university).
- Attributions to scholarly work started prior to a leave and finished during a leave period (e.g., will the student be considered for authorship).
- If an international student, how and when to communicate with International Academic Advisors.

Student Name

Signature

Date

Graduate Program Director Name

Signature

Date