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## / Graduate Assistant Leave Recommendations

If the student is a Graduate Assistant, they must not only address the Academic Leave Guidelines (above) but must also follow these additional guidelines.

### X Graduate Assistant Leave from Teaching Duties

#### í Short-term Leave ~ 3 weeks

A paid leave of absence of up to three weeks (fifteen weekdays) may be granted to eligible graduate students enrolled in degree-seeking graduate program and serving as Teaching Assistants in the classroom. The following eligibility criteria apply:

- x Student must have completed one full term of enrollment prior to leave
- x Student must be in good academic standing within 30% of study and overall
- x Student must be making satisfactory progress toward degree
- x Student must be within 5 year degree time limit (six years for Master's; ten years for Doctoral)
  - o Degree time limit will NOT be extended

#### Student responsibilities:

- x Student must inform supervisor and department chair as early as possible
- x Student must make up the hours on return, working with supervisor and department chair
  - o A plan, preferably in writing, should be agreed to by all parties
  - o It is the responsibility of the department (e.g. advisor/instructor/or chair) to monitor the makeup hours
- x If the student does not return to TA duties on or before the end of the two-week period, the student will forfeit the remaining assistantship and will be dropped from classes
- x If the student wishes to keep 50% classes, the student will be charged a pro-rated tuition rate consistent with the Graduate Contract guidelines

#### í Long-term Leave (> 3 weeks)

If the leave is greater than three weeks, the student will forfeit the remaining assistantship.

#### Student responsibilities:

- x Student must inform supervisor and department chair as early as possible
- x It is the student's responsibility to withdraw from classes
- x If the student wishes to keep 50% classes, the student will be charged a pro-rated tuition rate consistent with the Graduate Contract guidelines
- x The student should be eligible for consideration of future Graduate Assistantships without bias

## B. Graduate Assistant Leave from Lab/Research duties

If the student is a Graduate Assistant serving as a Research Assistant, the student must work closely with 50% advisor and department chair, as well as adhere to any guidelines of the funding agency. Leave will ultimately be left to the advisor to determine. If at all possible, the Graduate School suggests the advisor follow similar guidelines utilized for Teaching Assistants. For any consideration, the following eligibility criteria apply:

Date Received by  
the Graduate School:



The University of Akron  
Graduate School

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I. Academic Leave - This section is to be filled out by degree-seeking graduate students requesting either short- or long-term leave from a graduate program

Graduate Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Graduate Program: \_\_\_\_\_

Leave Request ( Z I one):      SHORT (<3 wks.)      LONG (>3 wks.)

Briefly describe reason for request:

Leave Period: Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Dept Chair Signature: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_

Graduate School Dean Signature: \_\_\_\_\_

II. Graduate Assistant Leave This section is to be filled out by degree-seeking graduate assistants requesting either short- or long-term leave from assistantship duties

Faculty Instructor Signature (if TA): \_\_\_\_\_ OR

Faculty Advisor Signature (if RA): \_\_\_\_\_

Dept Chair Signature: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_

Graduate School Dean Signature: \_\_\_\_\_

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