

Academic Policy Proposal Form

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| INITIATING GROUP / UNIT: | LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost X <input checked="" type="checkbox"/> |
| CONTACT NAME: | Beverly Schneller PHONE: 5244 |
| POLICY TITLE: | Leave of Absence policies for Doctoral Students |
| APPLIES TO: | LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA X <input checked="" type="checkbox"/> All <input type="checkbox"/> |
| SPECIFIC PROGRAM (if applicable): | DPA |
| PROPOSED IMPLEMENTATION DATE / SEMESTER: | Fall, 2013 |

I. Statement of Purpose/Reason for Change or Addition of Policy:

Currently, there is no option other than a leave of absence for doctoral candidates to remain enrolled in their degree programs and not be taking classes. The purpose of the separation of the Personal Leave of Absence and the Administrative Leave of Absence is to allow students to distinguish between a leave taken for personal reasons and a leave request generated when a specialized course needed for degree completion is not offered in a given term. The addition of two categories of leave would be transcribed separately and could be used by a student to demonstrate a "no fault" reason for extending graduate studies an additional semester, but not beyond the established maximum of seven years.

II. Proposed Policy (including authority for policy waiver, exclusions, or sanctions, if any). It can be attached if too lengthy for this box.

Doctoral studies are not governed by waivers, exceptions, exclusions or other forms of flexibility within the curriculum. If a graduate student needs to interrupt studies, the only accepted reason is a leave of absence (see UB Graduate Catalog, "Continuous Enrollment/Leave of Absence", 2011-13, pp. 25-6). If the doctoral program is unable to offer a course at the time a continuously enrolled advanced doctoral student needs to take it, then the student should not be held responsible for the program's curricular cycle. The proposed policy creates two types of leaves of absence: personal and administrative to cover those times when the program is not offering a course in the sequence the student needs for degree completion. It is understood the advanced doctoral student works with the program director and graduate advisor to enroll in courses on a regular basis; so the leave designation is an exception. The policy is as follows:

An advanced doctoral candidate may make an administrative leave of absence request when one three-credit course needed for continuation in the program is not available in the semester in which the student may need to enroll in the course to continue progress towards the degree. The advanced doctoral student will be covered under the continuous enrollment policy during the period of the administrative leave, as is the case with personal leave. The advanced doctoral student initiates the request, after consultation with the program director, as early as the pre-registration period, and no later than thirty (30) days prior to the start of classes in the fall or the spring semesters. The dean may approve the administrative leave of absence request when no alternative course or independent study project may be determined. The advanced doctoral student may be granted the administrative leave only once within the seven years to earn the doctoral degree and the administrative leave of absence does not interrupt or stop the seven years allowed between initial registration and graduation. A document granting permission will be forwarded from the Dean to the Office of Records and Registration with a copy on file in the program office.

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POLICY TITLE: Leave of Absence for Doctoral Students

III. Current Policy (if proposal is a revision or discontinuance), including date of original adoption if available. It can be attached if too lengthy for this box.

The current policy appears on page of the Graduate Catalog, 2012-14

IV. Other (who was consulted, definition of terms, etc.)

The administrative leave period is confined to one academic semester. It is granted only at the discretion of the dean and the program director, who have acted in consultation regarding matters of course and program delivery as well as timely progress for students towards doctoral degrees. It will not exceed the equivalent of the standard 14 week semester and cannot be requested more than once within the advanced doctoral student's enrollment at UB. The policy applies to advanced doctoral candidates, i.e., those nearing completion of coursework, prior to the commencement of their dissertation/thesis projects.

| V. Approval Signatures | | Date |
|---|---|------------------|
| A. College/School Dean(s) <i>The dean's signature indicates the school/college faculty have had an opportunity to review the policy as appropriate and accepts it.</i> | CAS: _____ | _____ |
| | CPA: <u>Laura A. Wilson - Gentry</u> | <u>11/27/12</u> |
| | LAW: _____ | _____ |
| | MSB: _____ | _____ |
| B. Academic Policy Review Committee (UFS subcommittee) | Chair: _____ | _____ |
| C. University Faculty Senate | Chair: _____ | _____ |
| D. Provost and Senior Vice President for Academic Affairs (or designee) | <u>Bevery Schnell</u> | <u>3/01/2013</u> |
| E. AG's Office (as required) | Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator. | _____ |
| F. President (as required) | _____ | _____ |
| G. Board of Regents (as required) | Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator. | _____ |