

Faculty Senate Agenda – May 13, 2024

Item No.	Item			PDF/ Page No.																		
1.	Call to Order																					
2.	Roll Call																					
3.	Approval of the Agenda																					
4.	Approval of the April 9, 2024 Faculty Senate Meeting Minutes																					
5.	Chair’s Remarks																					
6.	President’s Remarks																					
7.	Faculty Senate Budget Advisory Committee (FaSBAC) Presentation by Senior Vice President Mark Polatajko																					
8.	Kent State Foundation Presentation by Vice President Valoree Vargo																					
9.	<div>EPC ACTION ITEMS</div> <table><thead><tr><th>Item</th><th>Proposal</th><th>Overview</th></tr></thead><tbody><tr><td colspan="3">UNDERGRADUATE POLICIES COUNCIL <i>(presented by co-chairs Joanna Liedel and Karen Mascolo)</i></td></tr><tr><td>Midterm Evaluation</td><td>View</td><td>Revise policy <i>(fall 2024)</i></td></tr><tr><td colspan="3">UNDERGRADUATE POLICIES COUNCIL and GRADUATE POLICIES COUNCIL <i>(presented by UPC co-chairs Joanna Liedel and Karen Mascolo)</i></td></tr><tr><td>Dual Degrees and Double Majors</td><td>View</td><td>Revise policy <i>(fall 2024)</i></td></tr><tr><td>Transcripts</td><td>View</td><td>Revise policy <i>(fall 2024)</i></td></tr></tbody></table>			Item	Proposal	Overview	UNDERGRADUATE POLICIES COUNCIL <i>(presented by co-chairs Joanna Liedel and Karen Mascolo)</i>			Midterm Evaluation	View	Revise policy <i>(fall 2024)</i>	UNDERGRADUATE POLICIES COUNCIL and GRADUATE POLICIES COUNCIL <i>(presented by UPC co-chairs Joanna Liedel and Karen Mascolo)</i>			Dual Degrees and Double Majors	View	Revise policy <i>(fall 2024)</i>	Transcripts	View	Revise policy <i>(fall 2024)</i>	
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10.	Old Business: <div>GRADUATE POLICIES COUNCIL <i>(presented by co-chairs Brian Barber and Sean Broghammer)</i></div> <table><tbody><tr><td>Leave of Absence for Graduate Students</td><td>View</td><td>Revise policy <i>(fall 2024)</i></td></tr></tbody></table>			Leave of Absence for Graduate Students	View	Revise policy <i>(fall 2024)</i>																
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11. New Business																						
12. Additional Items																						
13. Announcements / Statements for the Record																						
14. Adjourn																						
	Additional Items: Faculty Senate Meeting Minutes (4/9/2024)			3-9																		

	Faculty Senate Executive Committee Meeting Minutes 3/27/24 4/23/24	10-13
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FACULTY SENATE

Meeting Minutes

April 9, 2024

Senators Present: Ann Abraham, Omid Bagheri, Tina Bhargava, Jennifer Cunningham, Ed Dauterich, Kimberly DePaul, Julie Evey, Michael Fisch, Michelle Foster, Claudia Gomez, Tianyuan Guan, Janice Kroeger, Velvet Landingham, Tracy Laux, Richard Mangrum, Mahli Mechenbier, Taraneh Meshkani, Vic Perera, Amy Petrinec, Linda Piccirillo-Smith, Helen Piontkivska, Susan Roxburgh, Athena Salaba, James Seelye, Deborah Smith, Diane Stroup, Eric Taylor, Robin Vande Zande, Laurie Wagner, Theresa Walton-Fisette, Sue Wamsley, Christopher Was, Kyle Winkler

Senators Not Present: Christopher Banks, Casey Boyd-Swan, Lauren Copeland, Tamra Courey, Mark Dalman, Vanessa Earp, Michele Ewing, Todd Hawley, David Kaplan, Sean Kennedy, Edgar Kooijman, Karen Mascolo, Lydia Rose, Jennifer Taber

Senators-Elect Present: David Dees, Ambre Emory-Maier

Senators-Elect Not Present: Matt Butler, Terri Kent

Ex-Officio Members Present: : Provost Melody Tankersley; Senior Vice President Mark Polatajko; Interim Senior Vice President Eboni Pringle; Vice Presidents: Sean Broghammer, Doug Delahanty, Amoaba Gooden, James Raber for John Rathje, Charlene Reed, Peggy Shadduck, David Ochmann for Willis Walker, Stephen Ward; Deans: Sonia Alemagno, Marla Perez-Davis for Christina Bloebaum, Allan Boike, Ken Burhanna, James Hannon, Versie Johnson-Mallard, Mandy Munro-Stasiuk, Diane Petrella, Elizabeth Piatt*, Amy Reynolds, Alison Smith, Deborah Spake, Manfred van Dulmen
*Interim

Ex-Officio Members Not Present: President Todd Diacon, Vice President Valoree Vargo, Dean Mark Mistur

Observers Present: Emeritus Professor Thomas Janson, Kelly Cichy, Brett Tippey

Observers Not Present: Ms. Olivia Eader, Ms. Emily Erb

Guests Present: Brenda Burke, J.R. Campbell, Aimee Dudas, Paul Farrell, Ellen Glickman, Jennifer Hebebrand, Michael Kavulic, Jennifer Marcinkiewicz, Michael Nenan, Susan Perry, Frank Sansosti, Scott Sheridan, Therese Tillett, Kristen Traynor-Mytko, Deirdre Warren, Kevin West,

1. Call to Order

Chair Laux called the meeting to order at 3:22 p.m. in the Governance Chambers, Kent Student Center.

2. Roll Call

Secretary Dauterich called the roll.

3. Approval of the Agenda

A motion was made and seconded to approve the agenda (Piccirillo-Smith/Taylor). The agenda passed unanimously.

4. Approval of the Faculty Senate Meeting Minutes of March 11, 2024

Chair Laux asked for a motion to approve the minutes from the March 11, 2024, Faculty Senate meeting. A motion was made and seconded (Wamsley/Salaba).

The minutes were approved unanimously with one correction to attendance.

5. Chair's Remarks

Chair Laux presented his remarks. [\[Attachment\]](#)

He then invited comments or questions.

Senator Piontkivska asked what the stopgap measure would be if the Faculty Senate Executive Committee made a decision during an emergency.

Chair Laux replied that Faculty Senate cannot retract management decisions but could retract their own.

Senator Piontkivska then asked at what point faculty would be involved with outcomes recommended by companies we partner with.

Chair Laux responded that mechanisms for this need to be worked toward, but there are not more definite answers yet.

Senator Smith said that however emergency is defined, there needs to be a time constraint for how quickly it needs to happen or whether it needs to happen at all. She added that some partnerships with corporations have taken place with no faculty input, which is concerning.

Chair Laux said he did not know whether there had been consultation or not, and this is what we need to work toward if it has not happened.

There were no further comments or questions, and Chair Laux turned the microphone over to Provost Tankersley.

6. Provost's Remarks

Provost Tankersley talked about the changes happening in higher education. She mentioned universities shuttering, programs closing, and financial deficits. Financial challenges statewide are unprecedented. She pointed out that senate had already heard the financial forecast for the next five years from the president. She said we need to focus on what we must do in the months and years ahead, and she thanked everyone for what they have already done to meet immediate budget needs. To address some of these needs, Kent State University will need to reduce administrative overhead and make significant changes at the regional campuses. She asked the audience to determine where responsibilities could be increased and administrators shared across the university and gave examples of how this could be done. She said that while we will have to change the academic structure at Kent State, this involves more than administrators' salaries. It also applies to the time faculty are assigned to duties outside of teaching and research. There must be a serious review of workload assignments across the university. Tasks assigned to faculty must line up with their job and not be the responsibility of a unit administrator. Workload assignments may need to be altered to meet the needs of the academic unit.

She added that we also have to look at academic offerings; courses will have to be cut in places that can be streamlined, and programs will have to be ended if they are under-enrolled or not serving students' needs. The university will need to invest in vibrant and growing programs. She said it was not fun to say these things, and there will be no easy solutions. Changes will affect all of us. But they must be made. There is no option for sustaining Kent State University that allows academic affairs to function as it does today. The university will look very different in five years, and it will require everyone's engagement in thinking of ways to be more efficient. She then discussed a website that will be created to provide guiding principles for this work, and she asked senate to send feedback to her office about the principles. She is creating a leadership team that will guide this work, gathering information that units may need as they work to implement change. The leadership team will not dictate changes; they will gather and distribute data and guidelines that academic units need to move forward. Associate Provost Kevin West and Interim Associate Provost Scott Sheridan will be leading this transition. A call for volunteers will be posted soon. She urged everyone to participate.

She then invited comments or questions.

Senator Smith reminded everyone that there is a provision in the tenure-track contract that requires faculty advisory bodies to be consulted on appropriate application of workload equivalencies and teachings schedules; this is too often ignored. It is the only way the faculty can

do what the provost is asking us to do. She asked deans to follow the process to help out Provost Tankersley.

Senator Vande Zande agreed that we all understand the reality of the situation, and she asked how a balance between cuts and innovation can be made.

Provost Tankersley replied that it will not be her decision. Her office will work with faculty toward reimagining the Kent Core, being distinctive, and offering students a reason to be engaged in order to sustain and thrive. She explained that the core is a priority right now and a place for innovation. She said deans making directives is not the way to go. Administration must work together with faculty for meaningful change to deliver a distinct experience to students. Prioritization must happen at unit and university levels through faculty input and participation.

Chair Laux mentioned AI and asked whether there were areas where AI might be used to step in and take over for losses due to attrition.

Provost Tankersley said she is learning about areas that might benefit from using AI, and it is possible that AI could be used for some administrative and academic duties in the future. She stressed that it will not replace faculty, but we can get information and answers for students with it.

There were no further comments or questions. Senate applauded her remarks.

7. Faculty Senate Executive Committee Elections (ongoing throughout the meeting)

Chair: Chair Laux ran unopposed. There were no nominations from the floor. Senator Smith moved to decide the election by acclamation. Senator Kroeger seconded the motion. Chair Laux was re-elected.

Vice Chair: Senator Abraham ran unopposed. There were no nominations from the floor. Senator Smith moved to decide the election by acclamation. Senator Piontkivska seconded the motion. Senator Abraham was re-elected.

Secretary: Senator Dauterich ran unopposed. There were no nominations from the floor. Senator Fisch moved to decide the election by acclamation. Senator Smith seconded the motion. Senator Dauterich was re-elected.

At-Large: Senator Salaba and Senator Taylor ran for the position. There were no nominations from the floor. Senator Salaba was elected.

8. EPC Action Items

a. Leave of Absence for Graduate Students (presented by Sean Broghammer on behalf of the Graduate Policies Council of the Educational Policies Council)

Vice President Broghammer explained the policy. Specificity has been added to definitions and procedure. Protections have been added for graduate students. Additional access to services has also been added. During leaves of absence, assistantships will be held by the department. There is also a clear distinction between short-term and long-term leaves of absence.

He then invited comments or questions.

Senator Smith noted that this was a revision without a markup attached, and that in the future, she would be inclined to automatically vote against changes that were presented without a markup.

Vice President Broghammer said the markup was provided.

Other senators explained the link to the markup and how to access it.

Senator Wagner wanted to know who signs off on long-term leaves of absence.

Associate Provost van Dulmen said that the unit administrator would sign off.

Senator Wagner pointed out that the advisor signature is required for graduate re-enrollment.

Associate Provost van Dulmen said he did not think that was the case.

Senator Wagner asked why the sign off was required for only the leave of absence but not for re-enrollment.

Associate Provost van Dulmen said it was a good question.

Senator Salaba said that it would be good to have the faculty advisor copied on any leaves of absence.

Vice President Broghammer said that these are internal conversations for the college.

Senator Kroeger asked whether there could be a line item that allowed the faculty advisor to know what is happening.

Vice President Broghammer asked whether this is for policy or for forms.

Senator Bhargava pointed out that the form is not properly linked on the website.

Vice President Broghammer said it will be fixed.

Senator Piontkivska asked whether the workflow will include at least copying the advisor on these submissions.

Vice President Broghammer said he will check the form and figure out the routing. He said it is not really part of the policy change, but it applies to administrative follow-up.

A motion and second were made to table the item (Abraham/Piontkivska)

Senator Wagner added that the workflow and signatures required need to be verified.

Senator Kroeger said there needs to be some tag on some form that ensures that the student conferred with their graduate advisor and that they know the mechanism to follow through with when they return.

The motion to table the item passed.

b. Transfer of Graduate Credit (presented by Sean Broghammer on behalf of the Graduate Policies Council of the Educational Policies Council)

Vice President Broghammer explained the policy. He listed the changes that were specified in the CIM proposal.

He then invited comments or questions.

There were none.

A motion was made to approve the item (Fisch).

The motion passed unanimously.

9. Discussion of Faculty Senator Elections in Colleges without Resident Faculty

Chair Laux explained the current status of the observers who currently sat at senate on behalf of colleges without resident faculty. Now that each of these colleges have a faculty advisory body, Chair Laux proposed that the three colleges now have a full senate member rather than an observer. He proposed that before we revise senate bylaws for this, each college could elect one non-tenure eligible or tenure-track representative, and that the College Advisory Committee (CAC) of each college be responsible for their own election rather than having senate be responsible. He also suggested that inaugural candidates serve a three-year term while the Executive Committee revises the by-laws to reflect the changes.

A motion and a second were made to move forward with the changes as explained (Dauterich/Mangrum).

Chair Laux then invited comments or questions.

Senators asked various questions about clarifying terms and statements from the proposal.

Chair Laux explained the terms again.

Senator Mechenbier asked whether it would cause a problem having 3-year terms if the faculty member was not on the College Advisory Committee (CAC) for all three years.

Chair Laux agreed that the point was worth considering; however, nothing currently prevents faculty from leaving their unit for administration and still fulfilling their term on senate, so this could work in a similar fashion.

Executive Director J.R. Campbell asked whether dual roles in one of these colleges and another electorate was possible.

Chair Laux clarified that no one could run for two separate electorates.

There were no further comments or questions.

The motion passed unanimously.

10. Kent Core Update (presented by David Dees)

Senator-elect Dees informed the audience that the Kent Core teams have identified three frameworks for consideration by the university community: (1) Leading A Life of Impact; (2) Pyramid Plus+; and, (3) CLICK Pathways. Dees explained that the goal is not to choose from among the three pathways, but rather to examine each on and provide feedback about what is approved of or disapproved of in each framework. He presented the information through a PowerPoint [\[attached\]](#).

11. Additional Items

There were no additional items.

12. Announcements/ Statements for the Record

Senator Piccirillo-Smith noted that the AI detector on Turnitin is no longer functioning, and she said that this was regrettable because it was of use to her non-tenure track colleagues as well as to tenure-track faculty.

13. Adjournment

Chair Laux adjourned the meeting at 5:20 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate



FACULTY SENATE EXECUTIVE COMMITTEE

Meeting Minutes

March 27, 2024

Senators Present: Tracy Laux (Chair), Ann Abraham (Vice Chair), Ed Dauterich (Secretary), Eric Taylor (At-Large), Athena Salaba (Appointed)

Senators Not Present:

Guests Present:

1. Call to Order

Chair Laux called the meeting to order at 3:20 p.m. in the Faculty Senate Office in 227 Michael Schwartz Center. Members were also present through Microsoft Teams.

2. Minutes

A motion and a second was made to approve the minutes of the February 20, February 28, and March 19, 2024, Faculty Senate Executive Committee Meetings and the March 11, 2024, Faculty Senate meeting as a slate (Salaba/Abraham).

The minutes passed unanimously with one correction to the March 19, 2024, Executive Committee minutes.

3. Faculty Senate Elections Update

Winners' names for the regular elections were distributed. Those interested in running for officer positions need to supply biographies by Monday.

4. Faculty Senate Executive Committee Meeting on April 24, 2024

Faculty Senate Agenda (May 13, 2024)

The Executive Committee decided to push the meeting date forward to May 1st.

5. Faculty Senate Meetings AY 2024-2025

Meeting dates were decided for the upcoming year. A motion was made and seconded to approve the calendar for the year (Dauterich/Salaba). The motion passed unanimously.

6. Faculty Senate Meeting Agenda--April

The Executive Committee set the agenda.

7. Non-credit Micro Credential Pilot and Review Process

Chair Laux presented information about the process for creating non-credit learning experiences at KSU. The Executive Committee as a whole wanted more information about where lifelong learning is housed, what fees are associated with programs, where the faculty are coming from, and how the faculty are chosen.

8. Spring Forum Update

There are twenty-three reservations so far for this year's forum. A reminder email will be sent again about the date, time, and place. The new ombuds (Shannon Driscoll) will be speaking at the forum.

9. Additional Items

There were no additional items.

10. Adjournment

Chair Laux adjourned the meeting at 3:45 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate



FACULTY SENATE EXECUTIVE COMMITTEE

Meeting Minutes

April 23, 2024

Senators Present: Tracy Laux (Chair), Ann Abraham (Vice Chair), Ed Dauterich (Secretary), Eric Taylor (At-Large), Athena Salaba (Appointed)

Senators Not Present:

Guests Present: President Todd Diacon, Provost Melody Tankersley

1. Call to Order

Chair Laux called the meeting to order at 2:03 p.m. in the Urban Conference Room on the 2nd floor of the Kent State University Library. Members were also present through Microsoft Teams.

2. Minutes

No minutes were available for approval at the meeting.

3. Topics for the President and the Provost

The Executive Committee discussed possible topics for the conversation with President Diacon and Provost Tankersley.

4. Committee on Committees

The Executive Committee decided to contact faculty about serving as appointed members of the committee.

5. Faculty Senate Executive Committee AY 2024-2025

Faculty Senate Agenda (May 13, 2024)

Eric Taylor agreed to serve as an appointed member of the Executive Committee for the next academic year. Other senators will be contacted about their interest in a second appointed spot on the committee.

6. EPC April Transmittal

The three items on the transmittal were all revisions to university catalog policy language. All three will be forwarded to Faculty Senate for a vote at the May meeting.

7. Meeting with President Diacon and Provost Tankersley (3:00 p.m.)

The Executive committee discussed the new ombuds, new faculty orientation, increased efficiency with class offerings, a new committee to consider program consolidation, financial situations at nearby universities, class delivery changes during the Kyle Rittenhouse visit, balancing the annual budget, capital bill presentations by universities at the statehouse, an article called “Stefanik Is Now Your Dean” (*Chronicle of Higher Education*), and intercollegiate athletics with President Diacon and Provost Tankersley.

8. Additional Items

There were no additional items.

9. Adjournment

Chair Laux adjourned the meeting at 4:05 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate

Effective Date: to come
Last Reviewed: March 2013
Last Revised: August 2014
Next Review: February 2028

Policy Statement

A leave of absence ~~may be~~ **is** granted for ~~degree-seeking~~ graduate students ~~in active status~~ who must ~~be~~ away from their studies for ~~one or more semesters for~~ personal, family, financial, or other compelling reasons.

In agreement with the program area, graduate students may request an absence for the following lengths:

- ~~Prior to applying for a leave of absence, students should consider its potential implications for such matters as funding (including assistantships and veterans benefits), loan repayment, immigration status, health insurance, university housing and time-to-degree completion.~~ **Short-term** ~~International students should contact the Office of Global Education before the initiation of a~~ **leave of absence** – more than five consecutive Monday-Friday days and ~~up before returning to six weeks. campus to ensure compliance with immigration regulations and visa restrictions.~~ For shorter absences, consult the policies regarding class attendance or graduate assistantship. *(NOTE: New policy on graduate assistantships was approved by Faculty Senate on 13-Nov-23 and will be published in the Policy Registrar and linked in this policy once final approval is received.)*
- ~~To be eligible for a leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward the degree. Leaves will not be granted to students who fit one of the following criteria: Completed less than one full term of enrollment Not in good academic standing~~ **Long-term leave** ~~Received an extension of the degree time limit~~ **Leaves of absence** – more than one term and up to ~~are granted for a maximum of~~ three consecutive terms (e.g., fall, spring, summer).

~~1 Students may request an extension for maximum one additional term. Although a leave may be taken for as many as 12 months, students are encouraged to return to graduate study as soon as is reasonably possible to minimize the impact of the leave on degree progress.~~

The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy, ~~except for programs where accreditation requirements stipulate otherwise (e.g., with the exception of the~~ Doctor of Podiatric Medicine ~~degree and certain nursing degrees).~~ **degree.** Students need ~~To be eligible for a~~

~~leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to consult with their the date a leave is to begin, be in good academic unit for specific details standing and procedures before requesting a long-term leave of absence. be making reasonable progress toward the degree.~~

Prior to applying for a leave of absence, students should consider its potential implications for such matters as funding (including assistantship ~~assistantships~~ and veterans' ~~veterans~~ benefits), loan repayment, immigration status, health insurance, university housing and time-to-degree completion.

Eligibility

To be eligible for ~~When a department/school grants a~~ leave of absence, students must ~~it implies the program will be willing to re-admit the student.~~

- Hold active status as a student and
- Be admitted to a graduate degree or non-degree program and
- Long-term ~~A retroactive~~ leave of absence only: ~~will not be granted.~~ Completed a minimum ~~The Request for Leave~~ of one full term ~~Absence form should be submitted prior to the start~~ of enrollment prior to the date the ~~term for which the~~ leave is to begin. ~~requested, when the necessity for leave is foreseeable.~~

¹

Refer to the [College of Podiatric Medicine](#) section in the University Catalog for leave of absence time limits and procedures for requesting a leave of absence for the Doctor of Podiatric Medicine degree.

International students should contact the **Office of Global Education** to ensure compliance with immigration regulations and visa restrictions before starting a leave of absence that is expected to last more than five consecutive Monday-Friday days and before returning to campus.

Reason ~~Although a leave may be taken~~ for Policy

An approved leave of absence encourages ~~as many as 12 months,~~ students ~~are encouraged~~ to develop concrete plans for returning ~~return~~ to their studies while not penalizing them by counting ~~graduate study as soon as is reasonably possible to minimize~~ the time on ~~impact of the~~ leave against their time to ~~on~~ degree and by guaranteeing their return to the program at the end of their leave. ~~progress.~~

Procedures

Requesting ~~If the need for~~ a Leave

Students requesting a leave ~~is not foreseeable, the request should be submitted as soon as possible, but no later than the last day~~ of absence must submit the **Request for Leave of Absence form** by the following deadlines:: ~~classes in the term during which the leave has been taken.~~

- Short-term leave of absence: No later than the last day of classes in the term during which the leave is needed.
- Long-term leave of absence: Before the start of the term for which the leave is requested.

A leave of absence ~~Leaves~~ will not be granted retroactively for a prior term. ~~to students who fit one of the following criteria:~~

Requests for long-term leave of absence are submitted through **Graduate College** for final approval. For questions regarding specific rationale for leave of absence approval, contact the Graduate College. †

Students who received ~~may request~~ an extension of their degree time limit may need ~~for maximum one~~ additional approvals. ~~term.~~

~~A retroactive leave of absence will not be granted. When a department/school grants a leave of absence, it implies the program will be willing to re-admit the student. When an academic unit grants a long-term leave of absence, A plan for re-admission, including any conditions that unit will must be willing met, should be put in writing and clearly understood by all parties prior to re-enroll the student into their program, and any graduate assistantship held by start of the student before the leave will be re-offered provided all conditions of the assistantship are met and contingent upon available funds. leave.~~ A plan for return, including any conditions that must be met, should be put in writing and clearly understood by all parties prior to the start of the leave. If an extension of the long-term leave of absence is requested, a revision to the plan for return is required and understood by all parties.

For both short- and long-term leave of absences, graduate assistants are required to notify their supervisor and academic unit in a timely manner for a replacement to be arranged as necessary.

Course Registration

Students requesting a short-term leave of absence may need to drop or withdraw from their courses or request an **Incomplete mark** in consultation with their instructors, depending on the requested length and timing of the leave.

Students requesting a long-term leave of absence ~~who are registered for courses~~ must drop or withdraw from all courses ~~after the request has been approved and before~~ ~~prior~~ ~~to~~ taking the leave. Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university. Any applicable refunds will be processed per the ~~university~~ [policy 7-06 regarding tuition credit for dropped courses](#) ~~student fee refunds, see the Policy Register~~. Students are advised to check with the [One Stop for Student Services Office of the Bursar](#) prior to taking an approved leave of absence ~~in order~~ to determine the status of their student accounts. Accounts that are overdue will be subject to regular procedures in accordance with university guidelines, notwithstanding any approved leave of absence. ~~Course withdrawal is not permitted after the tenth week of the fall and spring semesters (or the prorated deadline for flexibly scheduled sections and summer terms).~~

Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. To consider any variation from this rule for reasons of extenuating circumstances, ~~students~~ ~~the student~~ must submit a [Petition for Exception to Registration](#) to the University Registrar.

Student Resources

Students on a short-term leave of absence ~~continue to~~ ~~are not registered and, therefore, do not~~ have an active student status; therefore, they maintain their current rights, ~~the rights~~ ~~and~~ privileges and ~~of registered students, including course pre-registration and~~ access to university resources and support. ~~to the libraries, recreational center and health services.~~ Graduate assistants will continue to receive stipends and access to subsidized health insurance where applicable.

~~They cannot fulfill any official department or university requirements during the leave period, such as taking qualifying exams or submitting a dissertation/thesis.~~ Students on a long-term leave of absence have an inactive student status; therefore, they do not have ~~approved leave must complete~~ the ~~Application for Graduate Re-Enrollment form in order to register for classes and have the~~ rights and privileges of active students, including course pre-registration and access to the recreational center. ~~of registered students.~~ However, they will continue to have access to the university libraries and university health services (the latter service is limited to students who have purchased student health insurance). Once on long-term leave, students ~~They~~ cannot fulfill any official department/school ~~department~~ or university requirements during the leave period, such as taking qualifying exams or submitting a thesis or dissertation. ~~dissertation/thesis.~~

Extension of a Leave of Absence

Students on a long-term leave of absence may request an extension for a maximum of one additional term. Although ~~If~~ a leave may be taken for as many as three terms, students are encouraged ~~student does not return~~ to return to ~~the~~ graduate study as soon as is reasonably possible to minimize the impact ~~program within the approved period for which the~~ leave of the leave on their degree progress. ~~absence was granted, he or she will be considered as having permanently withdrawn from the university.~~

Returning from a Leave

Students on a long-term leave ~~To be reconsidered for graduate study, students who have permanently withdrawn must formally apply to their program~~ of absence must complete ~~interest, including~~ the **Application for Graduate Re-Enrollment** form to register for classes ~~submission of an application, the non-refundable application fee~~ and have the rights and privileges of registered students. ~~any necessary application materials.~~

Students who do not return from a long-term leave of absence within the approved period for which the leave was granted will be considered as having withdrawn from the program. To be reconsidered for graduate study, students must formally apply to their program of interest, including the submission of an application, the nonrefundable application fee and any necessary application materials.

Forms/Instructions

- **Request for Leave of Absence form**
- **Application for Graduate Re-Enrollment form**

Additional Resources

- **Office of Global Education**
- **Graduate College**
- **Graduate Forms Library**
- **Class Registration Dates**
- **University Registrar Forms**

Frequently Asked Questions

1. **What are the benefits of taking a leave of absence?**
The main benefit of a leave of absence is that the time taken on an approved leave of absence does not count in the time limitations for your degree completion and advancement to candidacy.
2. **Am I able to take a leave of absence for parental reasons?**
Graduate students are permitted to a parental leave of absence in the event of

pregnancy, birth, adoption or placement of a foster child with legal custody or guardianship, for themselves or their domestic partner.

3. **Who will know the reason I request a leave of absence?**

The academic unit administrator, college graduate dean (or designee) and the Graduate College will review your leave of absence request but will not share details with other individuals.

4. **I was admitted to a program but cannot begin the program until a later date. Should I take a leave of absence?**

No, only currently active students are eligible for a leave of absence. Instead, you should contact [Admissions](#) to defer enrollment up to one year.

5. **I am enrolled in a dual degree program. Do I need to request a leave of absence from each program?**

Students enrolled in a dual degree program will need to submit separate request forms for each program.

6. **How will an approved leave of absence be entered into my student record?**

For a long-term leave of absence, the Graduate College, in conjunction with the University Registrar, will place a “hold” on your student record to prevent further registration and to convert your status from active to inactive.

7. **What do I do if I need an extension?**

Students on a long-term leave of absence may be eligible to receive a one-term extension. To request an extension, the student must submit a new Request for Leave of Absence form prior to the expiration of your original leave and select “extension.”

8. **Will I receive notification before my leave of absence expires?**

Yes, you will be sent a reminder to your Kent State email address from the Graduate College before the leave of absence expires. The administrator of your academic unit will be copied on the email.

Definitions

Academic unit: College or a department or school within a college that offers degree programs.

Active student: Student who is eligible to register for classes in each term.

Long-term leave of absence: Student on approved leave for a period of time of more than one term and up to three consecutive terms (e.g., fall, spring, summer).

Short-term leave of absence: Student on approved leave for a period of time from more than five consecutive Monday-Friday days and up to six weeks.

Term: Kent State University is on the semester system with three terms for each academic year: fall, spring and summer.

Related Information

- [Administrative Policy Regarding Class Attendance and Class Absences](#)
- [Administrative Policy Regarding Military Leave of Absence](#)
- [University Policy Regarding Graduate Assistantships](#) (*link to come*)
- [Time Limits for Graduate Degrees](#)
- [University Policy Regarding Tuition Credit for Dropped Courses](#)
- [Enrollment - Graduate](#)
- [Graduate Aid and Assistantships](#)
- [Operational Procedures and Regulations Regarding Jury Duty Absences for Students](#)
- [Registration Policies](#)
- [Grading Policies and Procedures](#)

Revision History

Amended August 2024: Revised policy provides specific guidance for absences of different lengths and conditions; eliminates language requiring "good academic standing"; and provides clarification for situations when a leave of absence is necessary and/or acceptable, as well as continuation of services and benefits to students on leave.

Amended August 2014: Revised policy aligns with the [Enrollment - Graduate policy](#), with the approved length of time of the absence changing from one year to three consecutive terms with the allowance of an extension of one semester.

Effective August 2012: Establishes a formal leave of absence policy and process for graduate students to take a temporary leave (for personal, family, financial and other compelling reasons. Students who take an approved leave are not penalized in that the time spent on leave is not counted against time limitations for degree completion.

Administrative policy regarding leaves of absence for graduate students

1. Policy statement. A leave of absence may be granted for ~~degree-seeking~~ graduate students who must be away from their studies for personal, family, financial, or other compelling reasons. actively enrolled in courses for one or more semesters for personal, family, financial or other compelling reasons.
 2. Eligibility. To be eligible for either a short-term leave or long-term leave ~~a~~ leave of absence, a student must be ~~seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward the degree.~~ in active status and admitted to a graduate degree or non-degree graduate program.
 3. A long-term leave of absence can only be granted to students who have completed at least one full term of enrollment prior to the date a leave is to begin.
 4. Definitions.
 - (1) Active status. For the purposes of this policy, active status is defined as a student who is enrolled in the current term.
 - (2) Short-term leave. For the purposes of this policy, short-term leave is defined as more than five consecutive Monday-Friday days and up to six weeks.
 - (3) Long-term leave. For the purposes of this policy, long-term leave is defined as more than one term and up to three consecutive terms (e.g., fall, spring, summer).
- ~~2. Leaves will not be granted to students who:~~
- ~~1. Have completed less than one full term of enrollment;~~
 - ~~2. Are not in good academic standing at the time the request is made; and~~
 - ~~3. Have received a previous extension of the degree time limit under this or any other policy.~~

3.5. Implementation

1. Pre-request considerations. Prior to requesting a leave of absence, students should consider its potential implications for related matters including but not limited to: funding (assistantships and veterans benefits), loan repayment, immigration status, health insurance, university housing and future course

scheduling and graduation issues.

Because of its direct relationship to student eligibility under certain visa regulations, students attending the university under the student and exchange visitor program (SEVIS) should notify the office of global education before requesting a leave of absence under this policy.

2. Time limit. A long-term leave of absence are may be granted for a maximum of three consecutive semesters (e.g., fall, spring, summer). Students may request an extension for maximum one additional semester. Although a leave may be taken for as many as twelve monthsthree terms, students are encouraged to return to graduate study as soon as is reasonably possible to minimize the impact of the leave on degree progress.

a) The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy, except for programs where accreditation requirements stipulate otherwise (e.g., the Doctor of Podiatric Medicine degree and certain nursing degrees).

2.b) Students need to consult with their department/school for specific details and procedures before requesting a long-term leave of absence in time-limited programs.

4.6. Procedures

1. Formal request1. Requesting Leave. Students requesting a leave of absence must submit the Request for Leave of Absence form to their academic unit as soon as possible.

a) Short-term leave request. Students must request a short-term leave of absence no later than the last day of classes in the term during which the leave is needed.

b) Long-term leave request. Students must request a long-term leave of absence prior to the start of the term for which the leave is requested.

c) A leave of absence will not be granted retroactively for a prior term.

d) The request for leave of absence form must be submitted prior to the start of the term for which the leave is requested when the necessity for leave is foreseeable. If the leave is not foreseeable, the request should

~~be submitted as soon as possible, but no later than the last day of classes in the term during which the leave is taken. A retroactive leave of absence will not be granted.~~

2. Leave approval.

When an academic unit grants approval for a leave of absence, a plan for return, including any conditions that must be met, must be put in writing and clearly understood by all parties.

When an academic unit ~~department/school~~ grants a long-term leave of absence, the program will re-enroll the student and any graduate assistantship held by the student before the leave will be re-offered provided all conditions of the assistantship are met and contingent upon available funds. If an extension of the long-term leave of absence is requested, a revision to the plan for return is required and understood by all parties. ~~At the time of request, the student and the student's advisor should develop a plan to facilitate the student's re-admission to the program, including any conditions that must be met by the student prior to re-admission. A copy of the plan should be retained by both parties.~~

3. Course Registration.

- a) Students requesting a short-term leave of absence may need to drop or withdraw from their courses or request an **Incomplete mark** in consultation with their instructors, depending on the requested length and timing of the leave.
- b) Students requesting a long-term leave of absence ~~who are registered for~~ ~~courses~~ must drop or withdraw from all courses after the request has been approved and before ~~prior to~~ taking the leave. Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university. Any applicable refunds will be processed per rule 3342-7-06 of the Administrative Code.
- c) Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. To consider any variation from this rule for reasons of extenuating circumstances, students ~~the student~~ must submit a **Petition for Exception to Registration** to the University Registrar.

1. **Course withdrawal.** Students who are registered for courses must drop or withdraw from all courses prior to taking leave. Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university consistent with all applicable university policies. Any applicable refunds will be processed per rule 3342-7-06 of the Administrative Code.

- a) Course withdrawal is not permitted after the tenth week of the fall and spring semesters (or the prorated deadline for flexibly scheduled sections and summer terms).
- b) Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. The university is not responsible for resolving grading and course completion issues on behalf of the student.

4. Status during leave.

- a) Students on a short-term leave of absence continue to have an active student status; therefore, they maintain their current rights, privileges, access to university resources and support. Graduate assistants will continue to receive stipends and access to subsidized health insurance where applicable.
- b) Students on a long-term leave of absence have an inactive student status; therefore, they do not have the rights and privileges of active students, including course pre-registration and access to the recreational center. However, they will continue to have access to the university libraries and university health services (the latter service is limited to students who have purchased student health insurance for the applicable time period.) Once on a long-term leave, students cannot fulfill any official academic unit or university requirements during the leave period, such as taking qualifying exams or submitting a thesis or dissertation.

1. ~~Students on a leave of absence are not enrolled in any courses and therefore are not eligible for those rights and privileges afforded to enrolled students.~~

~~Students on leave of absence under this policy will not be permitted to fulfill any official department or university requirements such as taking qualifying exams or submission of a dissertation/thesis.~~

- 2. ~~If a student does not return to the graduate program within the approved period for which the leave of absence was granted, he or she will be considered as having permanently withdrawn from the University.~~

5. Extension of a leave. Students on a long-term leave of absence may request an extension through their academic unit for a maximum of one additional term. Although a leave may be taken for as many as three terms, students are encouraged to return to the graduate study as soon as is reasonably possible to minimize the impact of the leave on their degree progress.
6. Return from long-term leave. If a student does not return to the graduate program within the approved period for which the long-term leave of absence was granted, the student will be considered as having permanently withdrawn from the University.

~~1-a)~~ A student who has taken long-term leave provided for in the policy must complete the "application for graduate re-enrollment form" and return such form to the department responsible for the student's main program of study that the student will enroll in courses in the following semester. Failure to provide such notice may result in the student being unable to enroll in coursework.

~~2-b)~~ To be reconsidered for graduate study, students who have permanently withdrawn must formally apply to their program of interest, including the submission of an application, the non-refundable application fee and any necessary application materials.

~~3.—Students are advised to check with the bursar's office prior to taking an approved leave of absence in order to determine the status of their student accounts. Accounts that are overdue will be subject to regular procedures in accordance with university guidelines, notwithstanding any approved leave of absence.~~

Policy Effective Date:

~~Mar. 01, 2015~~

Policy Prior Effective Dates:

5/13/2013, 9/1/2014, 3/1/2015

3 - 09.1

Administrative policy regarding transcript maintenance

1. Purpose. The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the university.
2. Operational procedure.
 1. All student transcript entries (grades and other notations) are finalized when the pertinent degree is officially posted to the permanent academic record.
 2. Subsequent revision and alteration of any transcript entry, after the relevant degree is awarded, is permitted only for the correction of a proven error as certified by the appropriate academic dean and the registrar.
 - ~~3. Degrees are posted to students' permanent academic records approximately thirty days following the effective date of graduation. Degrees are officially posted to the permanent academic record following the effective date of graduation. Visit the [University Registrar website](#) for the degree-posting deadline~~
 - ~~4. Further adjustment of transcript content is not authorized beyond that date except as noted in the policy statement. This action is automatic and will be forestalled only by prior, official action of the student to change the effective graduation date through the graduation reapplication process.~~

Policy Effective Date:

Mar 01, 2015

Policy Prior Effective Dates:

1/25/1991, 9/19/2005