

## Leaves, Withdrawals and Other Enrollment Change Policies and Deadlines

*Important Deadlines	Enrollment Option(s)	Relevant Form(s)
Before the start of a semester	<ul style="list-style-type: none"> <li>• Student can request a <b>Leave of Absence</b></li> <li>• Student can <b>Add or drop</b> course(s)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Leave of Absence</a></li> <li>• Courses can be added or dropped through <a href="#">MyUVM portal</a></li> </ul>
First day of classes through the end of the Add/Drop period	<ul style="list-style-type: none"> <li>• Student can <b>Add or drop</b> course(s)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Leave of Absence</a></li> <li>• Courses can be added or dropped through <a href="#">MyUVM portal</a></li> </ul>
From the end of the Add/Drop period to the end of Withdrawal period	<ul style="list-style-type: none"> <li>• Student can <b>Withdraw</b> from course(s)</li> <li>• Student can request a full or partial <b>Medical Withdrawal</b></li> </ul>	<ul style="list-style-type: none"> <li>• Students can withdraw from courses through the <a href="#">MyUVM portal</a></li> <li>• Medical Withdrawal (contact the Graduate College for this form)</li> </ul>
From the end of the Withdrawal period to last day of classes	<ul style="list-style-type: none"> <li>• Student can request a <b>Late Withdrawal</b> from one or more courses</li> <li>• Student can request a full or partial <b>Medical Withdrawal</b></li> <li>• Student can request an <b>Incomplete</b> from course professor; professor must fill out Incomplete Grade Request form</li> </ul>	<ul style="list-style-type: none"> <li>• Late Withdrawal Form (contact the Graduate College for this form)</li> <li>• Medical Withdrawal Form (contact the Graduate College for this form)</li> <li>• <a href="#">Incomplete Grade Request</a></li> </ul>

\* For exact dates, please see the Registrar's [Academic Calendar](#)

**A change in enrollment may affect other aspects of a student's financial aid, immigration status, employment status or health insurance eligibility.** The Graduate College encourages students to contact relevant offices for more information *before* changing their enrollment status.

Questions about Financial and Billing – [Student Financial Services](#)

Questions about Immigration Status – [Office of International Education](#)

Questions about GTA/GRA status – contact your advisor or department and/or the Graduate College

Questions about Student Health Insurance Plan – [Center for Health and Well Being](#)

### Definitions:

#### Leave of Absence

A Leave of Absence (LOA) can be requested by a student for up to one year for medical or personal reasons. A LOA must be requested prior to the first day of classes in the semester in which it will be taken and cannot be approved for a semester that has already started.

*Note: If a student takes a Leave of Absence following an approved medical withdrawal, they must go through the medical withdrawal re-entry process with the Dean of Students Office. Please see the Medical Withdrawal section for more information.*

**Add/Drop:**

Add – During the first week of each semester, students can add courses to their class schedule through the MyUVM portal. If students would like to add a course during the second week of Add/Drop, they will need to contact the instructor and request permission to register.

Drop – Students can drop courses through the MyUVM portal at any time during the Add/Drop period. If a student would like to withdraw from the semester entirely during the ADD/Drop period, they can drop all of their courses and become “inactive” or process a LOA. Although no formal permission is needed to drop all courses, the Graduate College encourages students to speak with their program before doing so.

*Note: Students who become inactive for a semester must complete a [Reactivation Form](#) and send it to the Graduate College at [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu) to have their student status reactivated. A fee will apply if inactive for a year or more.*

**Withdrawal:**

From the eleventh day of instruction until the second business day after the 60% point in the semester, students may withdraw from courses. To do so, students must withdraw from the class through the MyUVM portal. The Dean of the Graduate College will be notified. The instructor(s) will be aware of the withdrawal by the Withdraw status on the class roster and the presence of a grade of W on the grade roster. Although no formal permission is needed to withdraw from all courses, the Graduate College encourages students to speak with their program before doing so.

**Late Withdrawal**

Between the second business day after the 60% point in the semester and the last day of classes, students may withdraw from one or more courses only by demonstrating to the Graduate College, through a written petition, that they are unable to continue in the course(s) due to circumstances beyond their control. Such petition must contain conclusive evidence, properly documented, of the illness or other situation preventing completion of the course(s). Acceptable reasons do not include dissatisfaction with performance or expected grade, dissatisfaction with the course or instructor, or desire to change major or program. If the petition is approved, a grade of W will be assigned and recorded on the student’s permanent record. If the petition is denied, the instructor(s) will assign a final grade in accordance with the same criteria applied to all other students in the course(s). Final decisions rest with the Graduate College.

**Medical Withdrawal**

A Medical Withdrawal is a standard withdrawal that indicates a medical rationale for the student’s discontinuation of courses in the current term. A Medical Withdrawal can be from individual courses (“Partial Medical Withdrawal”) or the University (“Full Medical Withdrawal”). Student must have the Medical Withdrawal form signed by a medical provider and the Graduate College. Once approved a grade of ‘W’ will be assigned and recorded on the student’s permanent record. The notation that the withdrawal was medical will be noted on student’s Banner record, but not on their transcript.

*Note: Students who wish to return from a Full Medical Withdrawal are required to go through a **Re-Entry Process** with the Dean of Students. Students must notify the Medical Withdrawal Re-Entry Committee of their intent to return a minimum of forty-five days prior to the start of classes for the applicable semester. The full policy can be found at <https://www.uvm.edu/policies/student/medicalwithdrawal.pdf>.*

**Incomplete Grade:** A grade of incomplete may be granted for a course in which work is not completed due to extenuating circumstances beyond the student's control. Students must make incomplete grade requests to their instructor. If the instructor approves, they must enter a grade of Incomplete and fill out the Incomplete Grade Request form. The grade is approved by the Dean of the Graduate College.

*Note: Faculty member must enter a default grade which represents the grade the student will earn, if the incomplete work is not completed by the deadline. The default grade assumes a grade of 0 for the unfinished coursework.*

## **Frequently Asked Questions**

### **When can I take a LOA?**

Students must initiate a LOA request before the first day of classes of the semester which they will take a leave.

### **Does a Withdrawal grade require permission?**

A Withdrawal does not require permission if it is taken during the designated Withdrawal period as indicated in the Registrar's [Academic Calendar](#). After the Withdrawal deadline until the last day of classes, students will need permission from the Dean of the Graduate College to take a Late Withdrawal.

### **What's the difference between a Medical Withdrawal and regular Withdrawal?**

Both a Medical Withdrawal and a regular Withdrawal will appear as a "W" on your transcript. The difference is that a Full Medical Withdrawal will be indicated in your student record and a hold will be put on your registration which will not be lifted until you complete the required Full Medical Withdrawal Re-Entry process.

### **How do I take Parental Leave?**

How do I prepare to take a Parental Accommodation? Please see the Graduate College's guidance on [Graduate Student Parental Accommodation](#)