



THE UNIVERSITY OF VERMONT  
**GRADUATE COLLEGE**

**LEAVE OF ABSENCE POLICY**

A leave of absence may be awarded for a period of up to one year. The leave suspends the 5 year time limit for master's students for the duration of the leave. It does not suspend the time limit for the completion of individual courses.

The time limits for degree completion are:

Master's – 5 years

Doctoral – 9 years

All credit used for the degree, including transfer credit and credit by exam, and irrespective of a Leave of Absence, must be earned within 7 years (master's) and 9 (doctoral) years of graduation.

**PROCEDURE INSTRUCTIONS**

Students may request a leave of absence from their graduate program coordinator or chairperson. If the program approves the request, the chairperson or program faculty will complete the Leave of Absence Form (below) and forward it to the Dean of the Graduate College for final approval. A leave of absence does not take effect until after approval has been received from both the program coordinator or chairperson and the Dean of the Graduate College.

Scholarship funding that was offered prior to a leave is not guaranteed to be reinstated once a student returns. Any student who is requesting a leave and has either an assistantship position or receives any departmental scholarship aid should discuss with the program whether the funding will be reinstated when they return to the university. Any student who does not enroll following termination of a leave of absence will be deactivated from the Graduate College and will need to apply for reactivation, which could nullify any funding agreements.

A Leave of Absence must be requested prior to the semester in which it will be taken and cannot be approved for a semester that has already started. If a student withdraws mid-semester, they can submit a Leave of Absence request for the following semester at the time of the withdrawal, if needed.

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. Information regarding the re-entry process may be found here: <https://www.uvm.edu/policies/student/medicalwithdrawal.pdf>

Please contact the Graduate College with any questions at 802-656-3160 or [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu).



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**REQUEST FOR LEAVE OF ABSENCE**

To: Dean of the Graduate College  
The University of Vermont  
gradcoll@uvm.edu

This is a request for a leave of absence for:

Student name: \_\_\_\_\_ Graduate Program: \_\_\_\_\_

Requested start date of leave: \_\_\_\_\_ Planned semester of return: \_\_\_\_\_

If the student receives funding, will funding be reinstated after the approved leave of absence? \_\_\_\_\_

The reason(s) for this request are as follows:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

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I support this request and ask that you honor it

\_\_\_\_\_  
Signature of Chair or Program Coordinator

\_\_\_\_\_  
Date