LEAVE OF ABSENCE

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 (master’s) and 9 (doctoral) years of graduation.

PROCEDURE

Students request a Leave of Absence from their graduate program coordinator or chair. If the program approves the request, the chair or program faculty completes the Leave of Absence form available on the Graduate College (http://www.uvm.edu/~gradcoll) website and forwards it to the dean for approval. A Leave of Absence does not take effect until after approval has been received from both the graduate program coordinator or chair and the Dean of the Graduate College.

Any student who does not enroll following termination of a Leave of Absence will be deactivated from the Graduate College.