Arts & Humanities Division – Leave of Absence Policy for PhD Students

General Application Procedures

PhD students who wish to apply for any type of leave of absence must complete the Leave of Absence Request Form. This information will be sent to the Arts & Humanities Dean of Students Office for review.

Prior to completing the form, your department should be made aware of your plans and you can contact the Assistant Dean of Students for Student Financials and Registration at ahd-dos@uchicago.edu with any questions or concerns.

The University policy regarding these leaves of absences can be found in the Student Manual.

- There are specific instructions within the Leave of Absence application form for international students, student employees, and students who have borrowed funds via any student loan program.
- Access to University email accounts is maintained in a Leave of Absence status.
- Students can retain library privileges by requesting quarterly permission via the ID and Privileges Office.
- Students in funding years retain their stipend while on the 1-quarter parental LOA; students do not receive a stipend for other leaves.
- Documentation is required for medical leave of absences.

Funding Repayment

Students who request a LOA after the first week of the quarter will have their funding stopped starting the month after their leave is requested. Funding will resume when the student returns from leave.

Course Registration

If a PhD student requests a LOA before the Friday of week three (the end of add/drop period), then the courses will be removed from the student's transcript and no Ws will be recorded. If a PhD student requests a LOA after week three, the enrolled courses would remain on the transcript and Ws would be assigned.

Insurance

If a PhD student requests a LOA before Friday of week three **and has no claims on their USHIP**, they can waive the coverage and not have to pay the premium. If, however, a PhD student requests a LOA after week three, or has claims from earlier in the quarter, then they will remain on USHIP and must pay the premium. **Please note:** Students who request a parental or medical LOA with documentation will continue to have access to USHIP and the quarterly premium will continue to be covered with aid from the Division.

Resuming Studies

PhD students who do not return from the Leave of Absence by the add/drop deadline of the quarter following the approved leave will be administratively withdrawn from the program. They must petition to resume studies, subject to the approval of the academic program and the Dean of Students.

Arts & Humanities Division – Leave of Absence Policy for Masters Students

General Application Procedures

Masters students who wish to apply for any type of leave of absence must complete the Leave of Absence Request Form. This information will be sent to the Arts & Humanities Dean of Students Office for review.

Prior to completing the form, your program should be made aware of your plans and you can contact the Assistant Dean of Students for Student Financials and Registration at ahd-dos@uchicago.edu with any questions or concerns.

The University policy regarding these leaves of absences can be found in the Student Manual.

- There are specific instructions within the Leave of Absence application form for international students, student employees, and students who have borrowed funds via any student loan program.
- Access to University email accounts is maintained in a Leave of Absence status.
- Students can retain library privileges by requesting quarterly permission via the ID and Privileges Office.
- Documentation is requested for leave of absences.

Tuition Refunds

If a Masters student requests a LOA before the end of the first week of the quarter, they will receive a 100% refund of their tuition payment.

MA and/or MFA students who request a LOA after the first week of the quarter will receive a pro-rated amount of the tuition they paid:

- 65% of the tuition if LOA submitted by end of the third week of the quarter.
- 50% of the tuition if LOA submitted by end of the fourth week of the quarter.
- 30% of the tuition if LOA submitted by end of the fifth week of the quarter.
- 0% of the tuition will be refunded if LOA is submitted after the beginning of the sixth week of the quarter.

Course Registration

If a MA student requests a LOA before the Friday of week three (the end of add/drop period), then the courses will be removed from the student's transcript and no Ws will be recorded. Ifa MA student requests a LOA after week three, the enrolled courses would remain on the transcript and Ws would be assigned.

Insurance

If a Masters student requests a LOA before Friday of week three **and has no claims on their USHIP**, they can waive the coverage and not have to pay the premium. If, however, a MA student requests a LOA

after week three, or has claims from earlier in the quarter, then they will remain on USHIP and must pay the premium.

Resuming Studies

Masters students who do not return from the Leave of Absence by the add/drop deadline of the quarter following the approved leave will be administratively withdrawn from the program. They must petition to resume studies, subject to the approval of the academic program and the Dean of Students. The Division will not consider MA/MFA petitions more than five years beyond matriculation.