



PRESIDENTIAL POLICY MEMORANDUM NO. 292

To: All Virginia Tech Faculty and Graduate Students
From: Timothy D. Sands 
Date: April 6, 2015
Subject: Graduate Leave of Absence

Approved by the Commission on Graduate Studies & Polices: February 18, 2015
Approved by the University Council: April 6, 2015
Approved by the President: April 6, 2015
Effective Date: Upon Approval

University Council approved a resolution on graduate leave of absence.

Following is the text of the resolution.

WHEREAS, graduate students are normally expected to remain continuously enrolled at the university until they complete the requirements for their degree; and

WHEREAS, there are nonetheless legitimate reasons why graduate students may occasionally need a leave of absence or otherwise reduce their enrollment below the normal threshold for satisfying continuous enrollment; and

WHEREAS, among those reasons are health and family emergencies, birth and adoption of a child, call-up for military service, and other changes in life circumstances that may necessitate a break in graduate studies; and

WHEREAS, a clear articulation of a leave of absence policy is needed to ensure that all graduate students have equal opportunity to avail themselves of it when a legitimate need exists; therefore be it

RESOLVED, that the following shall be the official policy of Virginia Polytechnic Institute and State University:

1. Graduate students who may need to break continuous enrollment may do so by applying for a leave of absence from the University.
2. Applications for a leave of absence must state the reason the leave is needed. Acceptable reasons for granting a leave include medical and health, family emergency, change in parental status, military service or call-up, financial hardship, personal reasons, and academic reasons. Leave may be granted for reasons that fall outside of these categories, provided that University resources will not be used during the leave.
3. Students on leave of absence are not entitled to use University resources not normally available to the public or alumni. Leave of absence is approved by each student's home academic unit and then by the Graduate School.
4. Leave of absence may be granted for up to one year at a time.

If a leave longer than one year is required, students will need to apply for readmission.

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