

## **Humanities Division – Leave of Absence Policy for PhD Students**

### **General Application Procedures**

PhD students who wish to apply for a personal, parental, medical, curricular, or military leave of absence must complete the [Leave of Absence Request Form](#). This information will be sent to the 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 Associate Dean of Students at [humdos@uchicago.edu](mailto:humdos@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.
- LOAs do not extend a student's time to degree if they hold a Dissertation Completion Fellowship. They must graduate by the summer quarter as noted in the Dissertation Completion Fellowship application or will be withdrawn.

### **Funding Repayment**

If a PhD student requests a LOA before the end of the first week of the quarter, they must pay back, in full, the fellowship stipend funds they received at the beginning of the quarter.

Students who request a LOA after the first week of the quarter, will be responsible for returning a pro-rated amount of the fellowship stipend they received:

- 65% of the stipend if LOA submitted by end of the third week of the quarter.
- 50% of the stipend if LOA submitted by end of the fourth week of the quarter.
- 30% of the stipend if LOA submitted by end of the fifth week of the quarter.
- 0% of the stipend needs to be returned if LOA is submitted after the beginning of the sixth week of the quarter.

For those students who matriculated prior to Summer 2016, whatever portion of the student's stipend is returned will be disbursed in a later quarter after the student returns from the leave of absence, and once the fellowship funding has ended.

Students who matriculated after Summer 2016 will receive funding for the duration of time in their program once they return from the leave of absence.

Students who are teaching as part of their pedagogical training plans would not be eligible to continue receiving payment for that role via Payroll once the leave is enacted.

### **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 personal 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 personal LOA after week three, or has claims from earlier in the quarter, then they will remain on USHIP and must pay the premium. Students who request parental or medical LOA will continue to have access to USHIP and the quarterly premium will continue to be covered with aid from the Division.

## **Humanities Division – Leave of Absence Policy for Masters Students**

### **General Application Procedures**

Masters students who wish to apply for a personal, parental, or medical leave of absence must complete the [Leave of Absence Request Form](#). This information will be sent to the 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 Associate Dean of Students at [humdos@uchicago.edu](mailto:humdos@uchicago.edu) with any questions or concerns. The University policy regarding these leaves of absences can be found in the [Student Manual](#).

Please note: There are specific instructions within the Leave of Absence application form for international students, student employees, or students who have borrowed funds via any student loan program.

Please note: Access to University e-mail accounts is maintained in Leave of Absence status.

### **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 second week of the quarter.
- 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. If a 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 in the quarter following the approved leave will be withdrawn from the program. They must petition to resume studies, subject to the approval of the Director of the master's program and the Dean of Students. The Division will not consider petitions more than five years beyond matriculation.