

POLICY ON LEAVE OF ABSENCE FROM THE UNIVERSITY

A request for leave of absence from VaYU must not exceed two consecutive academic semesters. In exceptional circumstances, a leave can be extended for another two semesters. Students must fill the ***Student Status Change Request*** (SSCR) form ([download from the VaYU website](#)) before going on leave and submit to the Registrar. Similarly, the student must submit the SSCR form after coming back from leave.

The maximum amount of leave permitted per graduate program is four semesters. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and leave cannot be taken while students are on an extension of the five-year time limit.

Maternity, paternity, or military obligations do not count toward the five-year time limit for degree completion. The length of the extension caused by maternity, paternity, or military leave of absence may not exceed two years. If requesting a medical leave of absence, the student should provide additional documentation from a health care provider.

A Student should petition the Registrar for a leave of absence at registrar@vayuusa.org.