



## NUTRITIONAL SCIENCES PROGRAM

SCHOOL OF PUBLIC HEALTH · UNIVERSITY *of* WASHINGTON

### Requesting a Leave of Absence (On-Leave Status)

Graduate students are required to maintain graduate status during their program of study. If you plan to be away from the university (not registered) in any quarter other than summer, you must apply for On-Leave status. Failure to maintain graduate status through registration or an approved request for On-Leave status effectively ends a student's continuation in the program and requires a formal application to the Graduate School, approval by the Program, and a \$250 fee to obtain reinstatement.

#### Eligibility for On-Leave Status Requires:

- Good academic standing
- Approval from the Nutritional Sciences Program (including all appropriate advisers)
- US citizens and permanent residents: Must have registered for at least one quarter of graduate study before requesting leave.
- International students: Must have registered full time (10 or more credits) for three consecutive quarters and also have approval from the International Student Services office.

#### Policies for On-Leave Status

- To go On-Leave during the academic year, you must apply through MyGradProgram and pay a nominal (and non-refundable) fee each quarter you do not register. Leave must be applied for and is granted on a quarterly basis.
- Leave requests must allow sufficient time for Program review and approval. Except in the case of unforeseeable emergency, please allow at least 4 weeks for the Program to review and approve your On-Leave request before the Graduate School's posted deadlines for submitting the On-Leave payment for the given quarter. (Review [Graduate School Deadlines](#))
- Going On-leave may impact your academic progress and ability to complete Program requirements due to issues such as course sequencing, practice site availability, or research program constraints. **It is critical that you discuss your plans for leave and maintain consistent communication with all appropriate advisers.** Depending on your course of study and timing in the Program, your advisers may include the Graduate Program Coordinator, the Dietetics Program Director, your thesis/capstone adviser, and/or the MPH Practicum Coordinator.
- Leave requests for more than a single quarter will require an approved written progress plan with a clear timeline for completing Program requirements. This plan should document expectations for communication with your advisers and the Program to prepare for your return and continued progress.
- Leave is generally not granted for more than 4 quarters for MS/MPH students and for more than 6 quarters for PhD students. Leave for additional quarters beyond these limits will be considered on a case by case basis. At a minimum, a written request documenting extenuating circumstances and an approved written progress plan will be required for approval.
- Periods spent On-Leave are included as part of the maximum time periods the Graduate School permits for completion of a graduate degree (6 years for master's, 10 years for doctoral).
- **Your access to University resources is limited during periods that you are in On-Leave status. Per University policy, students on-leave are not entitled to faculty and staff counsel/resources (very limited**

**counsel/resources are permitted); examinations of any type (except for language competency); thesis/dissertation filing; University housing; student insurance; or financial assistance.**

- For further information regarding On-Leave status, please refer to the Graduate School Memorandum No. 9 (On Leave Policy to Maintain Graduate Student Status), available at: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>.

## How to Request Leave

### Requesting a Single Quarter of Leave

- Email the Graduate Program Coordinator (Mike Rosenfeld, [ssmjm@uw.edu](mailto:ssmjm@uw.edu)) and the Graduate Student Services Coordinator ([nutr@uw.edu](mailto:nutr@uw.edu)) to notify them of your intent to request On-Leave Status.
- In your email, **confirm** that you have:
  1. Reviewed the NSP and Graduate School policies for On-Leave Status (listed on the previous page)
  2. Discussed your plan for leave with your adviser(s): thesis/dissertation chair, capstone adviser, GCPD Director, Practicum Coordinator or other advisers appropriate for your course of study.
  3. Contact information while on leave (non-UW email, phone, address).
  4. International Students Only: Please also confirm that you have obtained approval from International Student Services
- "Request Graduate Leave Status" through MyGradProgram (<http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>). This may be submitted as early as two weeks prior to the first day of instruction. If the steps above have been completed, we will enter the Program's approval of your request.
- Once the Program's decision on your request is entered, return to MGP to submit payment of the non-refundable fee (no later than 5:00 p.m. PST on the last day of instruction). [Calendar or Deadlines](#)

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### Requesting Two or More Quarters of Leave (or Extending Leave beyond One Quarter)

- Work with your advisers (GPC, thesis/dissertation chair, GCPD Director, etc.) to develop a written progress plan. This plan should include:
  1. Leave dates
  2. Plans for making progress toward degree:
    - Briefly explain how leave will impact degree requirements such as the timing of required courses or degree milestones (practicum, thesis, capstone).
    - Activities you will complete during leave (writing portions of the thesis, dissertation, or capstone report, completing a set of readings, a plan for attending colloquia, etc.)
  3. Expectations for communication during leave: Deadlines for any work that you have agreed to prepare during leave; expectations for meetings, calls, or emails with advisers and the Program to maintain consistent communication about your progress/plans.
- Email the Graduate Program Coordinator (Mike Rosenfeld, [ssmjm@uw.edu](mailto:ssmjm@uw.edu)) and the Graduate Student Services Coordinator ([nutr@uw.edu](mailto:nutr@uw.edu)) regarding your intent to submit a request for On-Leave Status. In your email, **confirm** that you have:
  1. Attached your approved written progress plan
  2. Reviewed the NSP and Graduate School policies for On-Leave Status (listed on the previous page).
  3. Contact information while on leave (non-UW email, phone, address).
  4. International Students Only: Please also confirm that you have obtained approval from International Student Services
- For each quarter of leave, "Request Graduate Leave Status" through MyGradProgram-MGP (<http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>). This may be submitted as early as two weeks prior to the first day of instruction for each quarter. If the steps above have been completed, we will enter the Program's approval of your request.
- Once the Program's decision on your request is entered, return to MGP to submit payment of the non-refundable fee (no later than 5:00 p.m. PST on the last day of instruction). [Calendar or Deadlines](#)