

Memorandum No. 6 – Student Vacation Time

To: Directors of Graduate Studies

From: William B. Russel

Cc: Graduate Program Administrator

Date: October 2, 2008

The following guidelines were approved at the November 19, 2007, meeting of the Faculty Committee on the Graduate School. As discussed at that time, department policy on this issue supersedes the Graduate School's guidelines, detailed below.

Graduate study is understood to be a full-time commitment on the part of students. During an academic year, defined as September 1 to August 31, graduate student degree candidates may take up to (but no more than) four weeks of vacation, including any days taken during regular University holidays and scheduled recesses (e.g., the Fall- and Spring-term breaks and inter-term break). The specific periods taken as vacation must not conflict with the student's academic responsibilities, coursework, research, or teaching, and should be discussed in advance with one's director of graduate studies, adviser, or dissertation committee.

If a student receives financial support for graduate study for only part of the year (e.g., regular term time, September 1 to June 30), then the amount of vacation should be pro-rated accordingly. If a student receives summer support and has taken the allowed vacation during regular term time, September 1 to June 30, then he or she should not take additional vacation time during the summer months of July and August.

If a student holds an external fellowship whose terms may conflict with this guideline, the student should consult first with her/his director of graduate studies or adviser. If questions remain, the student should consult with the Graduate School's associate dean for administration or for academic affairs.