

**GRADUATE SCHOOL OF EDUCATION
UNIVERSITY OF PENNSYLVANIA**

REQUEST FOR LEAVE OF ABSENCE

You must be registered every fall and spring semester or obtain an approved leave of absence in order to maintain your status as a graduate degree candidate. Doctoral students who have attained dissertation status (i.e., EDUC 995) are only eligible for a leave of absence in the event of medical emergency, maternity, military duty or certain dissertation research abroad. A leave of absence does not automatically extend the time limit for completion of degree requirements.

Students on leave are still subject to the one-year limit on Incompletes.

Name: _____ Date: _____

Address: _____ Penn ID#: _____

_____ Phone #: _____

e-mail address: _____

Division/Specialization: _____ Degree: ____ M.S. ____ Ed.D ____ Ph.D.

Advisor: _____

Term(s) for which leave is requested: From: _____ Return: _____
term year term year

Reason for request: _____

(use back of form if necessary)

Advisor's Recommendation:

____ Approve

____ Deny

Signature, Faculty Advisor

Date

Action of the Assistant Dean:

____ Approve

____ Deny

Condition or other action _____

Signature, Assistant Dean Date