



APPLICATION FOR LEAVE

Please Note: You must print out a hard copy of this document, sign it and return to Catherine Richardson in GWSS B110 for official departmental records (30 days before the start of the quarter you for which you are requesting leave).

Leave quarters 1-6

- Approved by primary faculty advisor or co-advisors
- Can request up to three quarters of leave at a time, but all must be in one academic year
- Leave request form filled out and signed by advisor/co-advisors and submitted to Graduate Advisor and Graduate Program Director

Leave quarters beyond 6

- Must be approved by Graduate program Committee
- Can request up to three quarters of leave at a time, but all must be in one academic year
- Leave request form filled out and signed by advisor/co-advisors and submitted to the Graduate Program Committee at least 30 days before the end of the quarter prior to the beginning quarter of leave

Student Name: _____ Date: _____

Student Number: _____

Quarter(s) of leave requested: _____

Reason for request:

How many quarters of leave have you used prior to this request? _____

Student Signature: _____ Date: _____

Advisor(s) Signature: _____ Date: _____