



# LEAVE APPLICATION FOR GWSS DEPARTMENTAL APPROVAL

This form is for GWSS departmental leave approval. You must also petition the Graduate School for leave through MyGrad <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>.

This form must be submitted to GWSS 30 days before the start of the quarter you for which you are requesting leave.

### Leave quarters 1-6

- Must be approved by your faculty advisor(s)
- You can request up to three quarters of leave at a time, but all must be in one academic year
- Leave request form must be filled out, signed by your advisor(s), and submitted to Catherine Richardson in PDL B110 or sent electronically to [car945@uw.edu](mailto:car945@uw.edu).

### Leave quarters beyond 6

- Must be approved by the **Graduate Program Committee**
- You can request up to three quarters of leave at a time, but all must be in one academic year
- Leave request form must be filled out, signed by your advisor(s), and submitted to Catherine Richardson in PDL B110 or sent electronically to [car945@uw.edu](mailto:car945@uw.edu).

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 Signature:

Date:

Additional Advisor Signature:

Date:

Committee Signatures for leave beyond 6 quarters:

Signature:

Date:

Signature:

Date:

Signature:

Date: