



GWSS Leave Request

POLICIES TO KEEP IN MIND WHEN REQUESTING LEAVE:

- You must be in good academic standing to request leave
- You can request up to three quarters of leave at a time, but all must be in one academic year
- You should review the [Graduate School’s Policy for On-Leave Status](#) as well as [Memo 9: On-Leave Policy to Maintain Graduate Student Status](#) (**Please Note:** you are responsible for knowing this information whether or not you choose to review it)

HOW TO REQUEST LEAVE:

- ✓ Complete & submit this form to the GWSS Program Coordinator at least 30 days before the start of the quarter in which you intend to take leave
- ✓ Receive approval from your faculty advisor/s (requesting 6 qtrs. or less)
- ✓ Receive approval from the Graduate Program Committee (requesting 7 qtrs. or more)
- ✓ Submit a leave request and receive approval via [MyGrad](#)
- ✓ Return to MyGrad to pay the \$25.00 non-refundable quarterly On-Leave fee

Please note: The Graduate School requires students to request leave on a quarterly basis. If you are requesting more than one quarter of leave, you will need to submit a new request via MyGrad each quarter you are on leave.

APPLICATION FOR 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 Signature:	Date:
Co-Advisor Signature (if applicable):	Date:
COMMITTEE SIGNATURES FOR LEAVE BEYOND 6 QUARTERS	
Committee Member Signature:	Date:
Committee Member Signature:	Date:
Committee Member Signature:	Date: