Wharton
UNIVERSITY of PENNSYLVANIA

DOCTORAL PROGRAMS

REQUEST FOR LEAVE OF ABSENCE

(Return completed form to the Wharton Doctoral Office)

Leaves of absence are only granted under extenuating circumstances to students who are in good standing. Leaves are usually allowed for a period of one semester to one calendar year. Personal leave for other reasons may be granted for up to one year with the approval of the Graduate Dean, but it does not automatically change the time limit. Additional requirements for return may be imposed by the Graduate Dean. Leaves of absence will not be granted for a total of more than three years. A leave of absence can only be considered for students who have completed at least one semester of the Program.
*Students on leave are still subject to the one-year limit on Incompletes.

Name: _____Date: _____

E-mail address: _____

Department: _____ Advisor: _____

Semester that leave is requested (term/year): From_____ Return_____

Reason for request: _____

_____

_____

_____

PhD Coordinator's Recommendation (circle one): Approve / Deny

Comments:

_____ _____ _____
Coordinator Name Signature Date

Vice Dean's Decision (circle one): Approve / Deny

Comments:

_____ _____
Signature Date

12/6/2017