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 __________