



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. Click [here](#) to view PhD Student Leave of Absence Policy.

*Students on leave are still subject to the one-year limit on Incompletes.

Name: _____ Date: _____

E-mail address while on leave: _____ Department: _____

Advisor: _____

Date that leave is requested (date/term/year): From _____ Return _____

Explain the reasons for your leave and how you plan to spend your time while on leave.

- ☐ Military Leave
- ☐ Medical Leave*
- ☐ Personal Leave

*If you are taking a medical leave, and if Wharton currently covers your Penn Student Health Insurance, would you like the School to continue covering PSIP for one semester while you are on medical leave? Yes / No

Students requesting a **Family Leave** should click [here](#) to view the Family Friendly Policies page.

Please indicate the last date you attended classes in the current semester: _____
(If your leave request is for the next semester, please use the last day of classes in the current semester.)

Anticipated Return from leave (semester and year): _____

PhD Students taking medical leave: Please ask your healthcare provider to fax documentation to Student Health and Counseling attention: Request Leave of Absence. Fax number 215-746-1032. Do not provide medical documentation to faculty or staff in your Graduate Group.

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

Coordinator Name

Signature

Date

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

Signature

Date