

COLLEGE OF WILLIAM AND MARY
School of Education
Office of Academic Programs

Leave of Absence

The Associate Dean of Academic Programs may grant leaves of absence to graduate students in the School of Education. Leaves of absence shall be granted for a specific period of time. A student who requests an extension of a current leave of absence shall have the request considered as a new request. Students approved for a leave of absence will have their time limit for degree completion requirement stopped for the duration of the approved leave period. Upon return from approved leave, the student's time limit to degree completion count will resume. To request a leave of absence, students are required to complete and submit the School of Education Application for Leave of Absence Form to the Associate Dean of Academic Programs at least 30 days prior to the leave request date.

COLLEGE OF WILLIAM AND MARY
School of Education
Office of Academic Programs
Graduate Application for Leave of Absence

DATE: _____

STUDENT'S NAME: _____ BANNER ID#: _____

MAILING ADDRESS: _____ EMAIL: _____

I hereby request permission to take a leave of absence from my program for the following period of time:

FROM: _____ UNTIL: _____

NOTE: The requested leave can be no more than one year in duration.

PURPOSE OF LEAVE: You **must** attach a written request to this form. Use the section below to provide a brief summary of the purpose of the leave requested. Also provide any additional documentation to support your request.

STUDENT SIGNATURE: _____ DATE: _____

RECOMMENDATION OF ADVISOR: ☐ Approved ☐ Disapproved ☐ Other

Comments:

Signature: _____ Date: _____

ASSOCIATE DEAN APPROVAL: ☐ Approved ☐ Disapproved ☐ Other

Comments:

Signature: _____ Date: _____